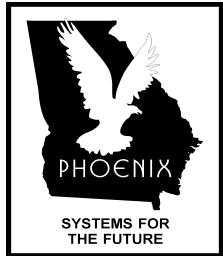


State of Georgia
Phoenix Program

Reports/Queries



Phoenix End-User Training

REPORTS & QUERIES

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
REPORTS AND DOCUMENT DIRECT
SEPTEMBER 2004

Financials – Reports & Queries



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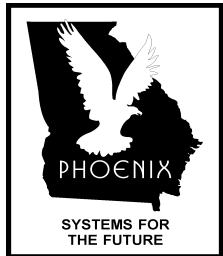
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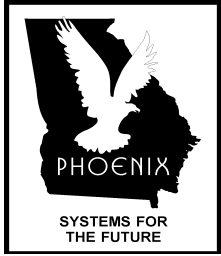
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Module Contents

Section 1	Reports and Document Direct
Section 2	Run-Only Queries



Phoenix End-User Training

SECTION 1: REPORTS AND DOCUMENT DIRECT

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
REPORTS AND DOCUMENT DIRECT
SEPTEMBER 2004

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Reports and Document Direct

A. Introduction



Introduction to Reports and Document Direct

Welcome to the Introduction to Reports and Document Direct. This section contains the tools needed to learn the concepts and procedures involved in retrieving data and transferring it to an Excel spreadsheet.

Goal To have the skills and knowledge necessary to run SQR Reports and to use Document Direct to obtain data for use in an Excel spreadsheet.

Participant

Objectives At the end of this module you will be able to:

1. Request an SQR report
2. Use Document Direct and run an SQR report to an Excel spreadsheet
3. Manipulate spreadsheet data
4. Create a Pivot Table

Prerequisites

1. Currently using at least one Phoenix module
2. Basic knowledge of Excel

B. Concepts

Read and discuss the following:

Document Direct: A graphical interface. The tool used to retrieve the stored information from InfoPac. The data can be displayed or printed at the user's discretion. Another option is sending the data to Excel for customized displays.

InfoPac: Report distribution system. Stores, sorts, and directs the data to the appropriate user.

SQR Reports: Are typically overnight, batch processed reports. Some SQR reports run nightly, "Dailies"; others must be specifically requested. These reports are stored in InfoPac and can be accessed from five days to six months after the initial report request. The length of time depends on the report itself and the agency making the request. Dailies are not requested by the user or if a report has "aged off" the system it will be necessary to call the help desk for retrieval.

Pivot Tables: A Pivot Table is an interactive table that quickly summarizes or cross tabulates large amounts of data. Rows or columns can be rotated for different summaries of source data. Filters can also be applied for displaying pages or details of areas of interest.

C. Exercises

Exercise 1 – SQR Reports and Document Direct

Scenario: The purpose of this exercise is to run the Combined Detail Report and view the data from Document Direct. You will then copy the data into an Excel spreadsheet. This report provides a comprehensive list of details from all modules. The combined detail reports may be requested using different criteria.

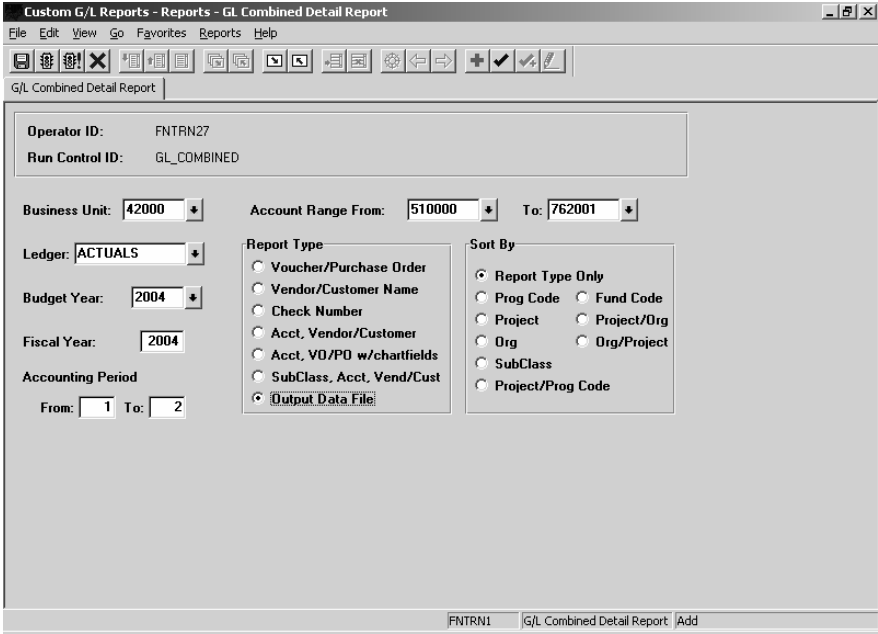
Note: **First check Document Direct to ensure that the required report does not already exist.**

Step 1	Select: Go → Process Financial Information → Custom G/L Reports
Expected Results:	Custom G/L Reports panel displays.



Step 2	Select: Reports → G/L Combined Detail Report → Add
Expected Results:	Run control dialog box displays.

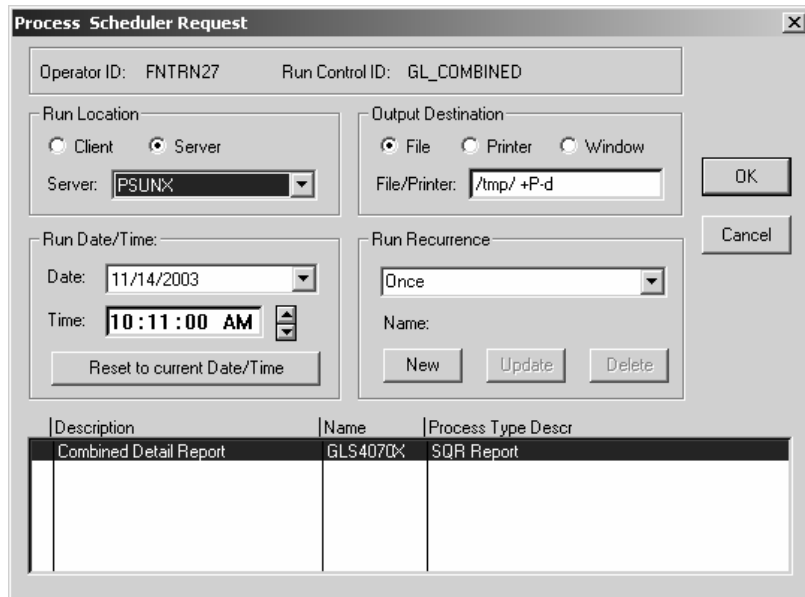
Step 3	<p>Enter the following:</p> <p>Run Control: GL_COMBINED</p> <p>NOTE: A unique Run Control ID should be created for each report. All caps should be used but no spaces or dashes are allowed. Underscores can be used.</p> <p>Click: OK</p>
Expected Results:	The Custom G/L Reports – Reports – GL Combined Detail Report panel is displayed.

Exercise 1 (continued)

<p>Step 4</p>	<p>Enter or select the following:</p> <p>Business Unit: 42000</p> <p>Ledger: ACTUALS</p> <p>Fiscal Year: Current Fiscal Year</p> <p>Accounting Period: From: 1 To: 2</p> <p>Account Range: From: 510000 To: 762001</p> <p>Report Type: Output Data File</p>  <p>Note: The Output Data File option does not request a printed report from document direct.</p> <p>If you want to see transactions that concern the current budget year, enter a budget year in the appropriate field.</p> <p>The fiscal year should always be the current fiscal year.</p>
<p>Expected Results:</p>	<p>Correct data displayed.</p>

Exercise 1 (continued)

Step 5	Click:  to save your data.
	Click:  to run the report.
Expected Results:	The Process Scheduler window opens.

Step 6	<p>Enter or select the following:</p> <p>Run Location: Server</p> <p>Server: PSUNX</p> <p>Output Destination: File</p> <p>Run Recurrence: Once</p>  <p>Note: Process type is SQR Report</p> <p>Click: OK</p>
Expected Results:	Report is requested to run in an overnight batch process.

Exercise 1 (continued)

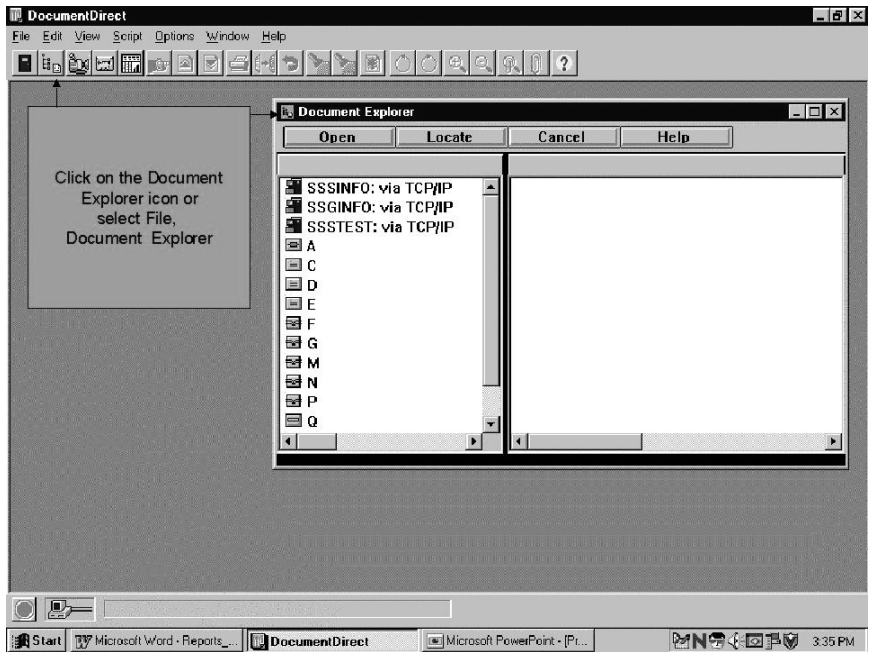
Step 7	<p>Check the Process Monitor to confirm the report ran successfully. (Normally, this report should indicate a Status of “Success.” Because we are in the training database, the Status will indicate “Error”. Another report has been run in another database for training purposes only.)</p> <p>Close the Process Monitor and return to the PeopleSoft panel.</p> <p>Close PeopleSoft.</p>
Expected Results:	Report is run successfully.

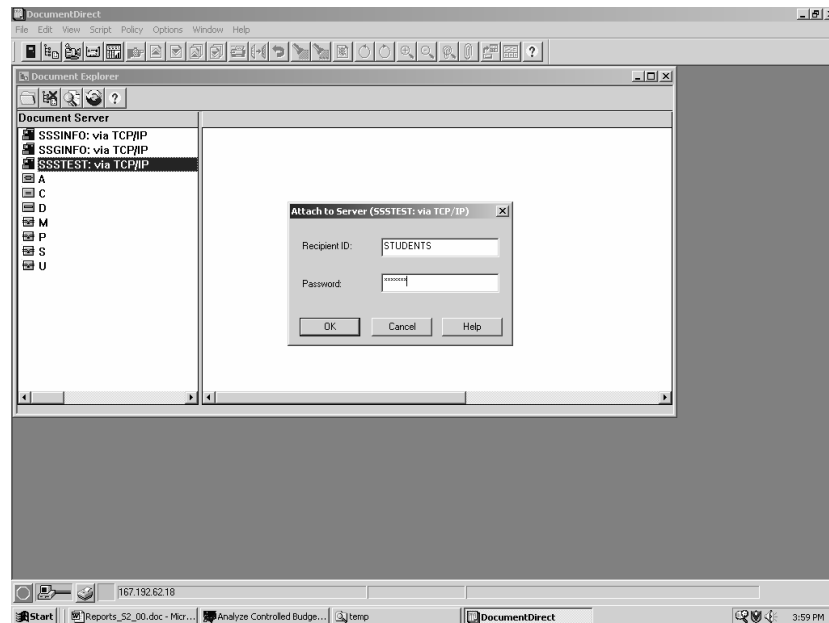
Exercise completed.

Exercise 2 – Document Direct

Scenario: The purpose of this exercise is to view a GL Combined Detail Report in Document Direct.

Step 1	<p>Right click the Document Direct icon from your desktop.</p> <p>Click: Open</p>
Expected Results:	Document Direct is opened and available to retrieve reports.

Step 2	<p>Click: File → Document Explorer</p> 
Expected Results:	Document Direct opens.

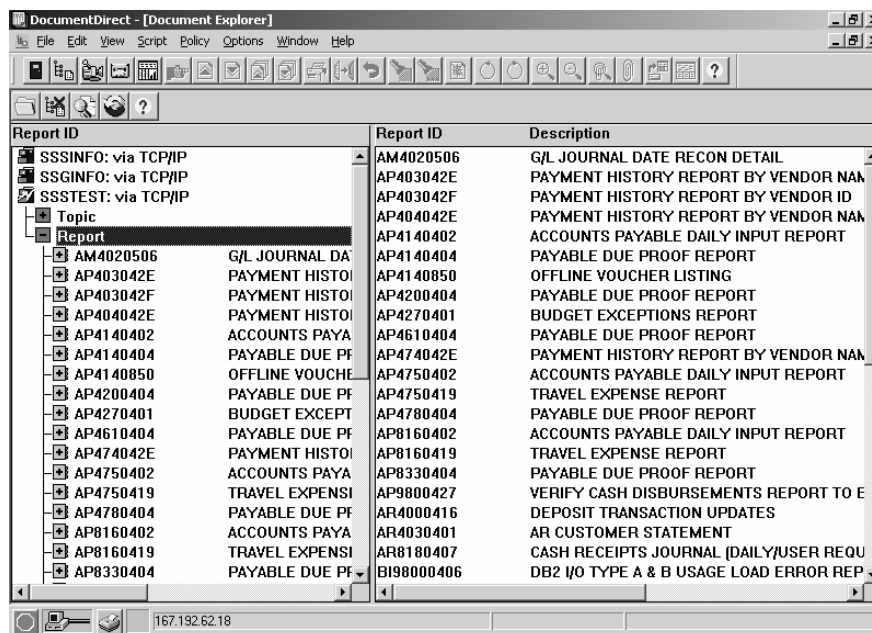
Exercise 2 (continued)**Step 3****Double Click: SSSTEST: via TCP/IP****Recipient ID: STUDENTS****Password: INFOPAC****Click: OK****Expected Results:**

Document Direct opens.

Exercise 2 (continued)

Step 4

To display a list of reports click the plus sign beside **Report**.
The reports are on the left and the descriptions are on the right.



Expected Results:

Document Direct Reports are displayed.

Exercise 2 (continued)

Step 5

Note: There are several different ways to locate a report.

1) → Use scroll bar, once the report has been found, double click on report name.

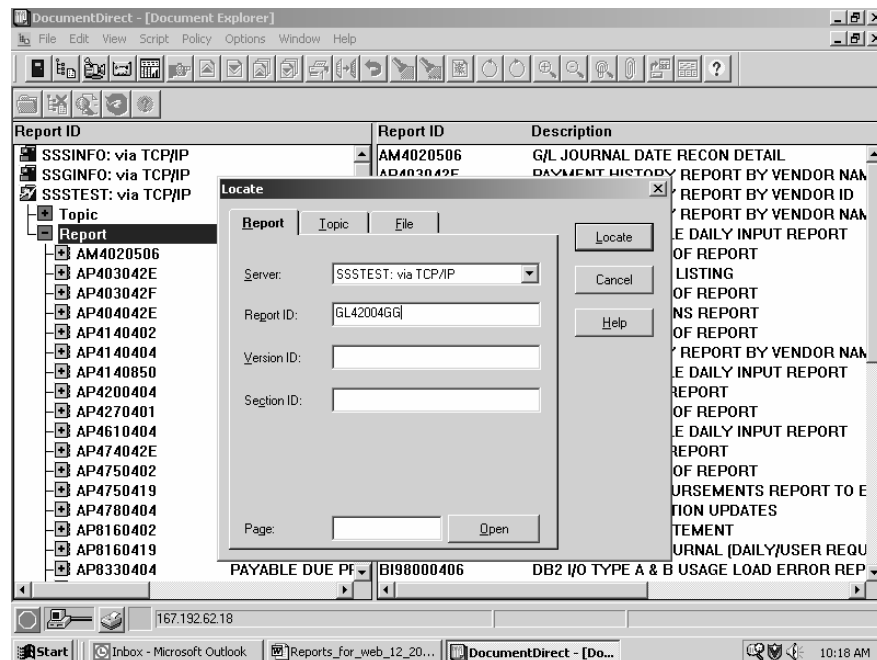
OR

2) → Click:  **Locate**

Enter the following information:

Report ID: GL42004GG

Click: **Locate**



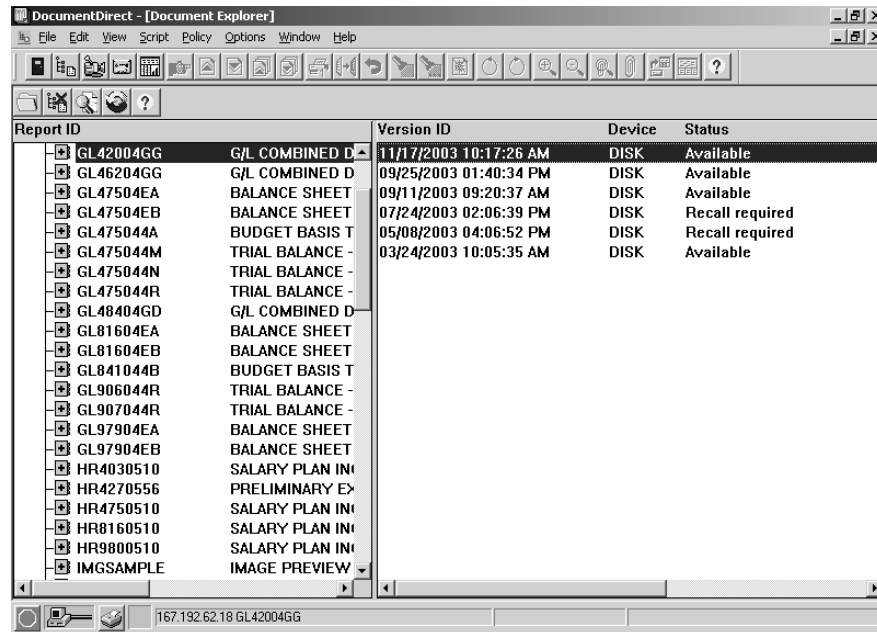
Expected Results:

Selected report is highlighted and available for access.

Exercise 2 (continued)

Step 6

Highlight the correct Version ID and double click.



The screenshot shows a window titled "DocumentDirect - [Document Explorer]". It contains a table with three columns: "Report ID", "Version ID", "Device", and "Status". The table lists various reports, including "GL42004GG", "GL46204GG", "GL47504EA", "GL47504EB", "GL475044A", "GL475044M", "GL475044N", "GL475044R", "GL48404GD", "GL81604EA", "GL81604EB", "GL841044B", "GL906044R", "GL907044R", "GL97904EA", "GL97904EB", "HR4030510", "HR4270556", "HR4750510", "HR8160510", "HR9800510", and "IMGSAMPLE". The "Version ID" column shows dates and times, such as "11/17/2003 10:17:26 AM". The "Device" column shows "DISK", and the "Status" column shows "Available" or "Recall required".

Report ID	Version ID	Device	Status
GL42004GG	11/17/2003 10:17:26 AM	DISK	Available
GL46204GG	09/25/2003 01:40:34 PM	DISK	Available
GL47504EA	09/11/2003 09:20:37 AM	DISK	Available
GL47504EB	07/24/2003 02:06:39 PM	DISK	Recall required
GL475044A	05/08/2003 04:06:52 PM	DISK	Recall required
GL475044M	03/24/2003 10:05:35 AM	DISK	Available
GL475044N			
GL475044R			
GL48404GD			
GL81604EA			
GL81604EB			
GL841044B			
GL906044R			
GL907044R			
GL97904EA			
GL97904EB			
HR4030510			
HR4270556			
HR4750510			
HR8160510			
HR9800510			
IMGSAMPLE			

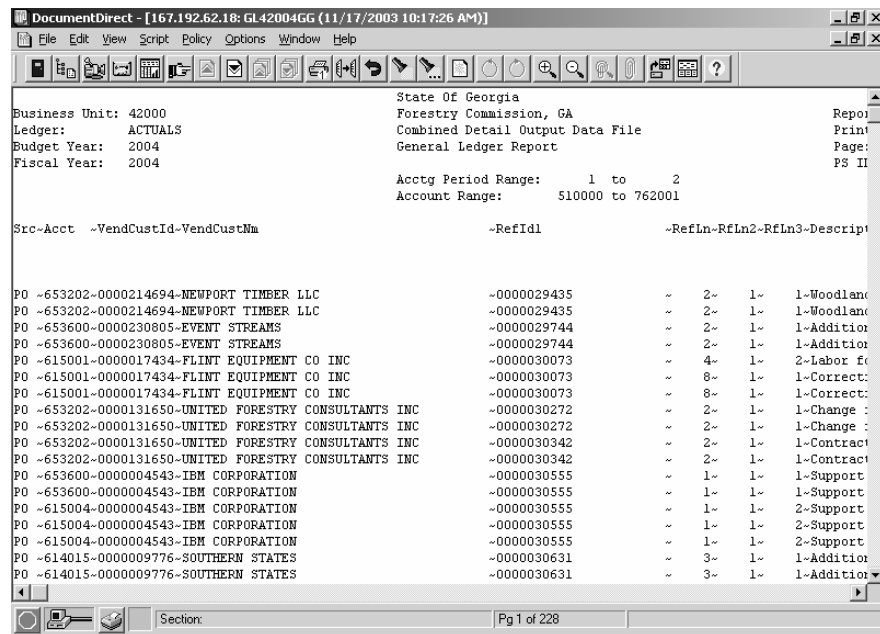
Expected Results:

Report opens from Document Direct to your monitor.

Exercise 2 (continued)

Step 7

Report is returned to window. Maximize your screen.




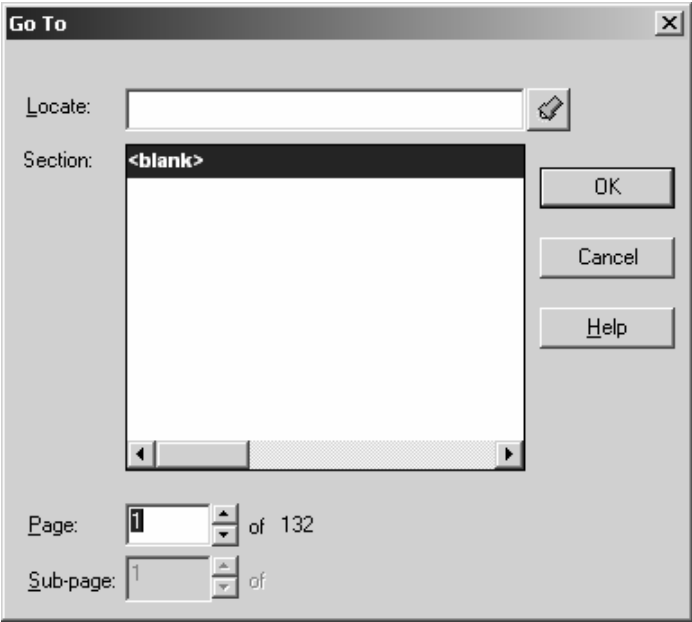


Note: The scroll bar operates this page, page one. To view another page or the next one the following icons will allow you to enter the necessary commands.

Expected Results:

Report opens and is available for review.

Exercise 2 (continued)

Step 8	<p>To navigate in the report:</p> <p>Click:  Next page</p> <p>Click:  Previous page</p> <p>Click:  Go To</p> <div data-bbox="560 617 1248 1234"><p>The 'Go To' dialog box is shown. It has a title bar 'Go To' with a close button. Inside, there is a 'Locate:' text label followed by a text input field and a search icon. Below that is a 'Section:' text label followed by a list box showing '<blank>'. To the right of the list box are three buttons: 'OK', 'Cancel', and 'Help'. At the bottom, there are two rows of controls: 'Page:' followed by a spinner box showing '1' and 'of 132', and 'Sub-page:' followed by a spinner box showing '1' and 'of'.</p></div> <p>This will allow you to select a specific page to view.</p>
Expected Results:	Go To navigates to the page specified.

Exercise 2 (continued)

<p>Step 9</p>	<p>To print the report use File → Printer Setup</p> <p>Select: Landscape</p> <p>To print entire document, the following would be completed:</p> <p>Select: File → Print (Note: In class, we will <u>not</u> print the report.)</p> <div data-bbox="612 594 1183 1264" data-label="Image"> </div> <p>Depending on the size of the document, you have the option to print the complete report or specific pages.</p> <p>Note: If the print icon is utilized from the tool bar, only the current page will print. Printer setup must be landscape to see entire page.</p>
<p>Expected Results:</p>	<p>Print option available.</p>

Exercise completed.

Exercise 3 – Export Data from Document Direct to an Excel spreadsheet

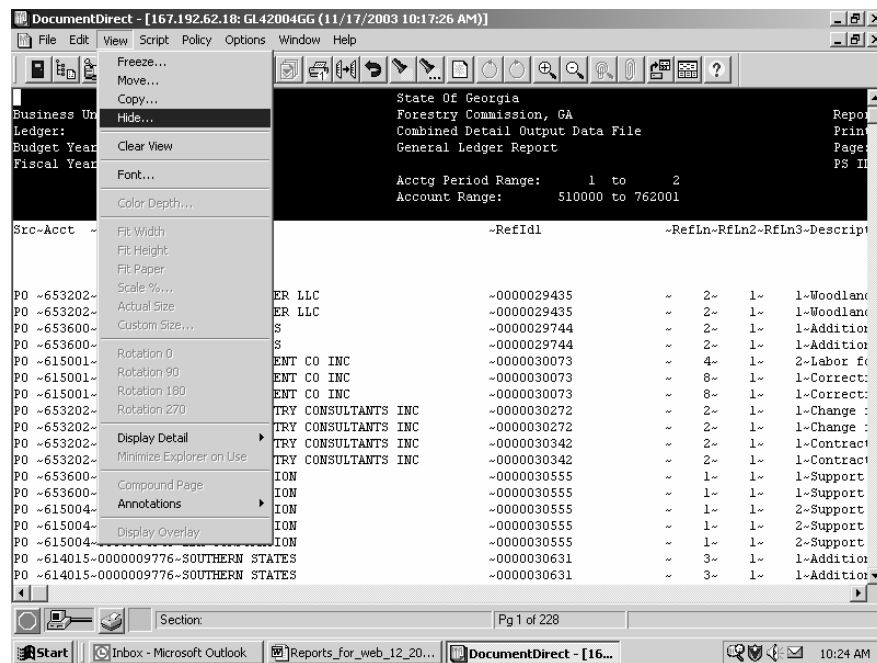
Scenario: After exporting data, you will be able to produce a spreadsheet that contains useful information. To complete this exercise we will be using the previous GL Combined Detail Report.

Step 1

With the GL Combined Detail report open in Document Direct, we are going to hide the page header row information.

Highlight area to hide. (Top of page to just above “Src~Acct” and continue to end of data on right side of page.)

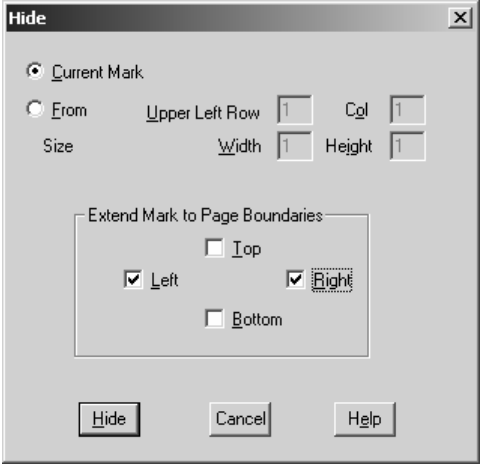
Select: View → Hide




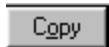
Expected Results:

Hide box is displayed.

Exercise 3 (continued)

Step 2	<p>Select: Current Mark</p> <p>Extend Mark to Page Boundaries: Left and Right</p>  <p>Click: Hide</p>
Expected Results:	Header information is hidden.

Exercise 3 (continued)

Step 3	<p>Note: There are two ways to copy a Document Direct report to Excel.</p> <p>1) Copy the Clipboard, then to Excel. This process will be used in class. OR</p> <p>2) Export to ASCII, then to Excel.</p> <p>If the Clipboard method does not work, use Export to ASCII.</p> <p>Export to ASCII, then to Excel</p> <ol style="list-style-type: none"> 1) From the file menu, select Export, ASCII. An Export popup screen will appear. 2) Choose from the Pages options (usually All) and enter a filename. 3) Use Windows Explorer to open the file. If you receive a message "This file is too large for Notepad to open. Would you like to use WordPad to read this file?" Click yes. 4) From the Edit menu, choose Select All 5) From the Edit menu, select copy 6) Open Excel 7) Click in cell A1 8) From the Edit menu, choose Paste
Expected Results:	Either method populates spreadsheet with report information.
Step 4	<p>Select Edit, Copy to Clipboard</p> <p><i>Dialog box displays</i></p> <p>Select  or specific pages if desired</p> <p>Select: </p> <p>Minimize Document Direct and Open Excel. Paste the data into the spreadsheet at cell A1.</p>
Expected Results:	The data is exported to an Excel spreadsheet.

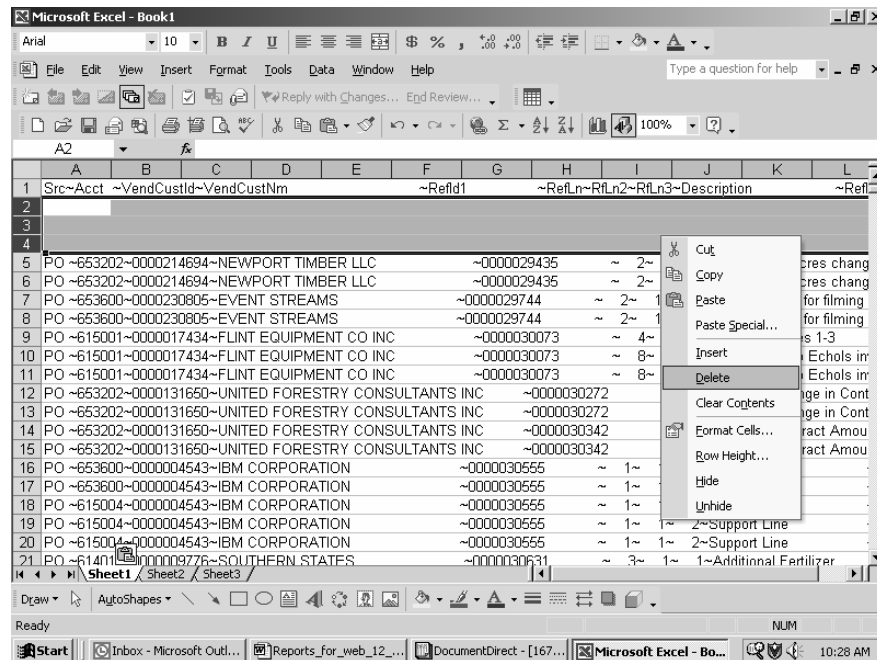
Exercise 3 (continued)

Step 5

When the text information is copied to Excel; all of it is in Column A. To turn the information into data, it will be necessary to delete blank rows.

Click and drag on row numbers to highlight and delete area below the column headings, rows 2-4.

Note: Right click in shaded area and select Delete.



Note: If entire row is not selected a dialog box will prompt for area to delete, select entire row.

Expected Results:

Blank rows are deleted.

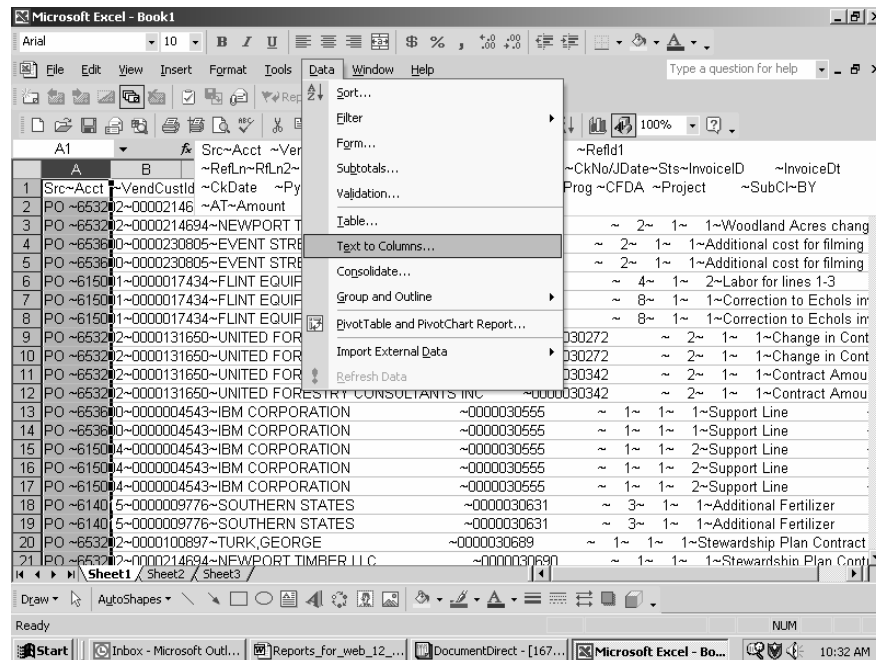
Exercise 3 (continued)

Step 6

Information is still stored in column **A**. To continue, we will need to move the text to individual columns. Using the **Text to Columns Wizard** tool completes this process.

Click: **A** to highlight entire column.

Select: **Data** → **Text to Columns**



Expected Results:

Text to Column Wizard appears.

Exercise 3 (continued)

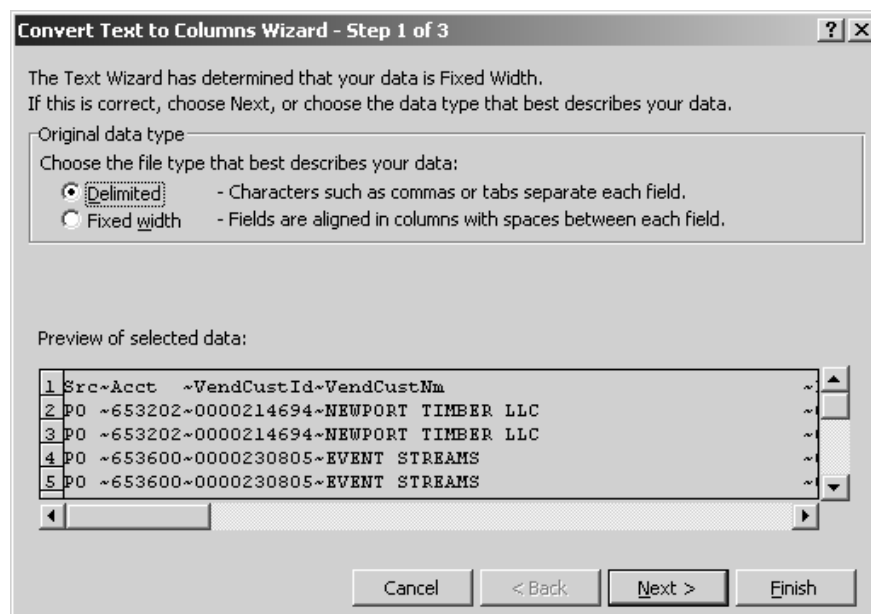
Step 7

The Text to Column Wizard is a three-step process.

Step 1 – Choose the file type that best describes your data.

Fixed width for the Combined Detail Report only is set to Delimited. All other requested reports use the Fixed width.

Click: **Next**



Expected Results:

Wizard moves to step 2.

Exercise 3 (continued)

Step 8

Step 2 – Determines the delimiters your data contains.

Click: Other

Enter: ~ (tilde) symbol (The Output Data File is the only report that has the separator.)

Click: Next

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab ☐ Semicolon ☐ Comma
☐ Space ☒ Other: ~

☐ Treat consecutive delimiters as one

Text qualifier: "

Data preview

Src	Acct	VendCustId	VendCustNm
PO	553202	0000214694	NEWPORT TIMBER LLC
PO	553202	0000214694	NEWPORT TIMBER LLC
PO	553600	0000230805	EVENT STREAMS
PO	553600	0000230805	EVENT STREAMS

Buttons: Cancel, < Back, Next >, Finish

Expected Results:

Wizard moves to step 3.

Exercise 3 (continued)

Step 9

Step 3 – Sets the data format

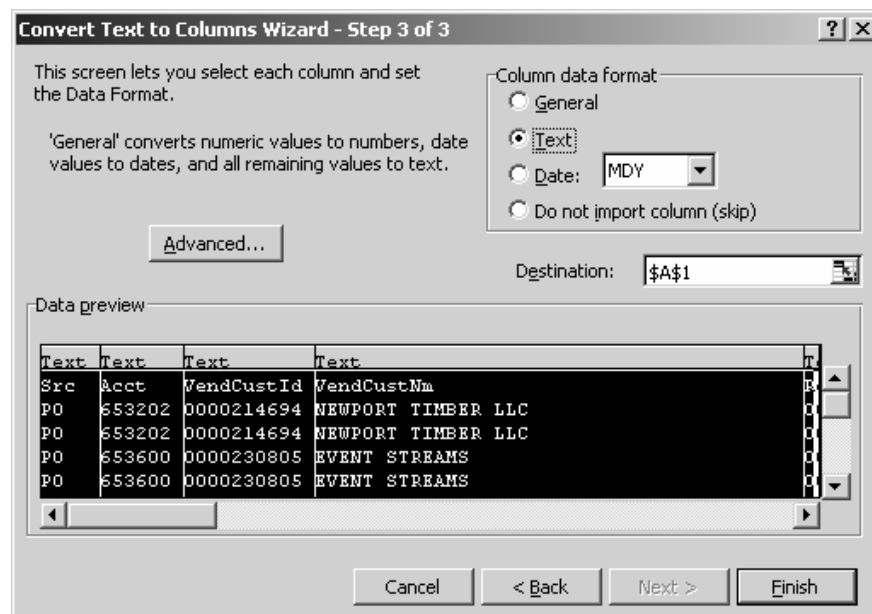
Document Direct is a text file, but Excel labels all data as General. We need to identify which column is text, general, or date formatted.

For this report, all columns are formatted as text unless they are dollar amounts. Date information is not used.

With the first column highlighted,

Hold: **Shift** and scroll until the last column appears and click in the last column.

Select: **Text**



Note: If Office Assistant opens select No and it will disappear.

Expected Results:

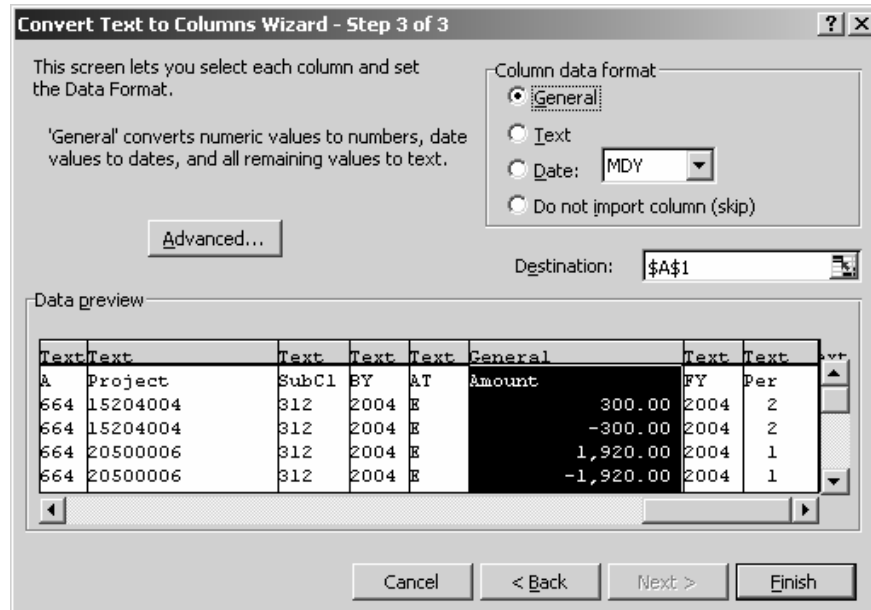
All columns have been formatted to text.

Exercise 3 (continued)

Step 10

Step 3 (continued)

Change the **Amount** column to General format.



Click: **Finish**

Expected Results:

All columns are formatted correctly.

Exercise 3 (continued)

Step 11

Your document should look similar to the one below.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Src	Acct	VendCust	VendCust	RefId1	RefLn	RfLn2	RfLn3	Description	RefId2	CkNo/JDat	Sts
2	PO	653202	000021469	NEWPOR	000002943	2	1	1	Woodland			
3	PO	653202	000021469	NEWPOR	000002943	2	1	1	Woodland	00062734		
4	PO	653600	00002308C	EVENT ST	000002974	2	1	1	Additional			
5	PO	653600	00002308C	EVENT ST	000002974	2	1	1	Additional	00061881		
6	PO	615001	000001743	FLINT EQ	000003007	4	1	2	Labor for li			
7	PO	615001	000001743	FLINT EQ	000003007	8	1	1	Correction	00062043		
8	PO	615001	000001743	FLINT EQ	000003007	8	1	1	Correction			
9	PO	653202	00001316E	UNITED F	000003027	2	1	1	Change in			
10	PO	653202	00001316E	UNITED F	000003027	2	1	1	Change in	00062022		
11	PO	653202	00001316E	UNITED F	000003034	2	1	1	Contract A			
12	PO	653202	00001316E	UNITED F	000003034	2	1	1	Contract A	00062023		
13	PO	653600	000000454	IBM CORP	00000305E	1	1	1	Support Li			
14	PO	653600	000000454	IBM CORP	00000305E	1	1	1	Support Li			
15	PO	615004	000000454	IBM CORP	00000305E	1	1	2	Support Li			
16	PO	615004	000000454	IBM CORP	00000305E	1	1	2	Support Li	00061376		
17	PO	615004	000000454	IBM CORP	00000305E	1	1	2	Support Li	00062436		
18	PO	614015	000000977	SOUTHER	000003063	3	1	1	Additional			
19	PO	614015	000000977	SOUTHER	000003063	3	1	1	Additional	00062292		
20	PO	653202	000010089	TURK,GE	00000306E	1	1	1	Stewardsh			
21	PO	653202	000021469	NEWPOR	00000306E	1	1	1	Stewardsh			

Expected Results:

Column Wizard is completed.

Exercise 3 (continued)**Step 12**

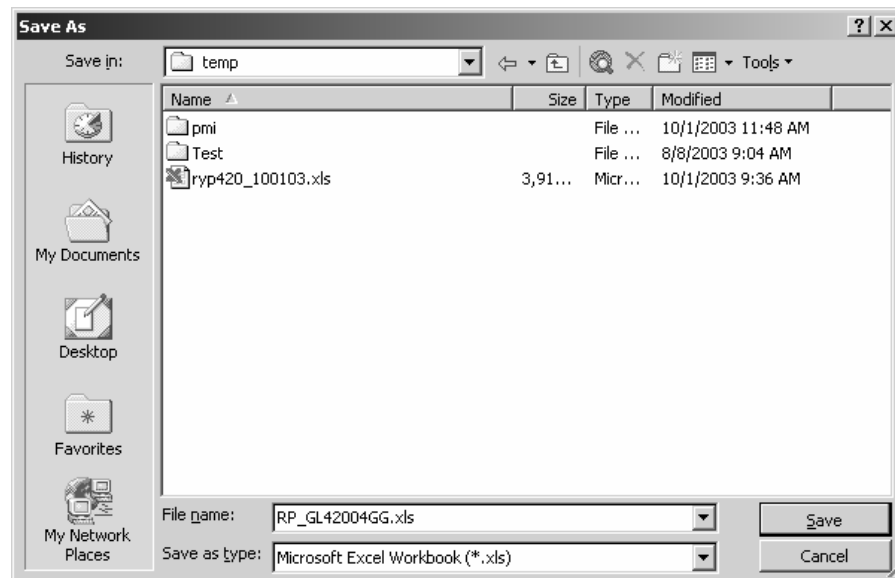
It is now necessary to save the spreadsheet in Excel.

Select: File → Save As

Save in: C:\temp

File name: **XX_GL42004GG** – Your initials or name replace the **XX**.

Click: **Save**



Note: Excel saves in the .xls format.

Expected Results:

Spreadsheet is named and saved in the C drive, temp file.

Exercise completed.

Exercise 4 – Filtering and Sorting Data in an Excel spreadsheet

Scenario: The existing spreadsheet contains many rows of data, on multiple pages. The “Filter” and “Sort” Functions will isolate specific data.

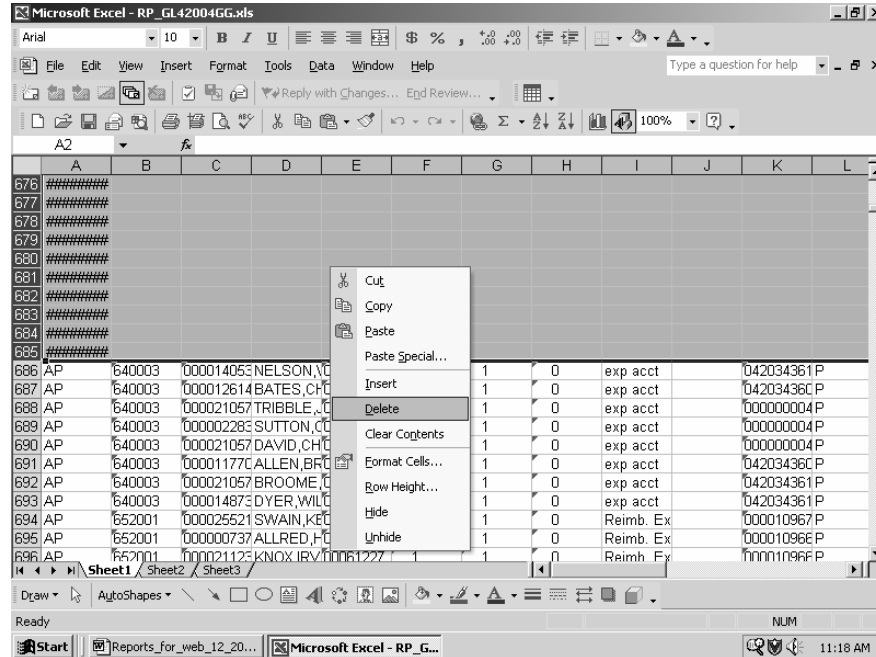
<p>Step 1</p>	<p>Continuing with the spreadsheet, XX_GL42004GG.xls</p> <p>Highlight the entire spreadsheet. Select: Data → Sort Sort by: Src</p> <p>Note: Header row radio button is selected.</p> <p>Click: OK</p> <p>Click anywhere in the spreadsheet to turn the highlight option off.</p> <div data-bbox="652 911 1140 1417" data-label="Image"> </div>
<p>Expected Results:</p>	<p>Data sorts alphabetically by source. The blank fields, which display first, do not contain information in the option selected.</p>

Exercise 4 (continued)

Step 2

To remove non-essential rows, highlight below the header row and continue until data appears.

Right click in the shaded area and select Delete.



Expected Results:

Blank rows have been deleted at the top of spreadsheet.

Exercise 4 (continued)

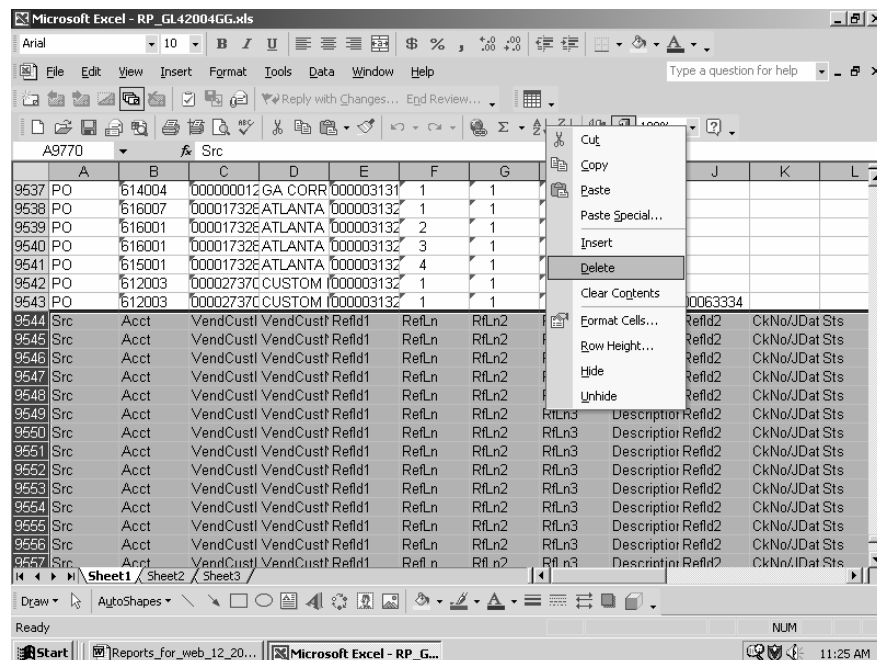
Step 3

To remove non-essential rows or unwanted data at the bottom of the spreadsheet, press **Ctrl→End**.

Locate the end of the blank rows and highlight row and scroll up until good data appears.

Note: All header rows except for the first page have dropped to the bottom of the spreadsheet and should be included with the blank rows.

Right click in the shaded area and select Ddelete.



Click: **Save**

Press **Ctrl→Home**

Expected Results:

Blank rows and unwanted data deleted from spreadsheet.

Exercise 4 (continued)

Step 4

To isolate specific areas of interest, apply the “Filter” option.

Select: Data → Filter → AutoFilter

Microsoft Excel - RP_GL42004GG.xls

Arial10B I U

File Edit View Insert Format Tools Data Window Help

Type a question for help

File Edit View Insert Format Tools Data Window Help

100%

A1Src

A	B	C	D	E	F	G	H	I	J	K	L	
1	Src	Acct	VendCu	VendCu	RefId1	RefLn	RefLn2	RefLn3	Descript	RefId2	CkNo/Jt	Sts
(All)		640003	00001405	NELSON, CH	00061210	1	1	0	exp acct		042034361	P
(Top 10...)		640003	00001261	BATES, CH	00061211	1	1	0	exp acct		042034360	P
(Custom...)		640003	00002105	TRIBBLE, CH	00061212	1	1	0	exp acct		000000004	P
AP		640003	00000228	SUTTON, CH	00061213	1	1	0	exp acct		000000004	P
LD		640003	00002105	DAVID, CH	00061215	1	1	0	exp acct		000000004	P
7 AP		640003	00001177	ALLEN, BR	00061217	1	1	0	exp acct		042034360	P
8 AP		640003	00002105	BROOME, CH	00061219	1	1	0	exp acct		042034361	P
9 AP		640003	00001487	DYER, WIL	00061221	1	1	0	exp acct		042034361	P
10 AP		652001	00002552	SWAIN, KE	00061225	1	1	0	Reimb. Ex		000010967	P
11 AP		652001	00000073	ALLRED, H	00061226	1	1	0	Reimb. Ex		000010966	P
12 AP		652001	00002112	KNOX, IRV	00061227	1	1	0	Reimb. Ex		000010966	P
13 AP		640003	00002105	BROOME, CH	00061230	1	1	0	exp acct		042034361	P
14 AP		614004	00000406	MORRISO	00061231	1	1	0	blades, dri		042034367	P
15 AP		614004	00000406	MORRISO	00061232	1	1	0	Elbow, Bu		042034367	P
16 AP		640003	00000809	TRELOAR	00061233	1	1	0	exp acct		042034362	P
17 AP		614004	00000406	MORRISO	00061234	1	1	0	PVC Pipe,		042034367	P
18 AP		640003	00000600	BRIDGES	00061235	1	1	0	exp acct		042034360	P
19 AP		614004	00000406	MORRISO	00061236	1	1	0	Pressure T		042034367	P
20 AP		640003	00001213	REICHARD	00061237	1	1	0	exp acct		042034362	P
21 AP		614004	00000406	MORRISO	00061238	1	1	0	Receptacle		042034367	P

Sheet1Sheet2Sheet3

Draw

Ready

Start

Reports_for_web_12_20...

Microsoft Excel - RP_G...

NUM

11:27 AM

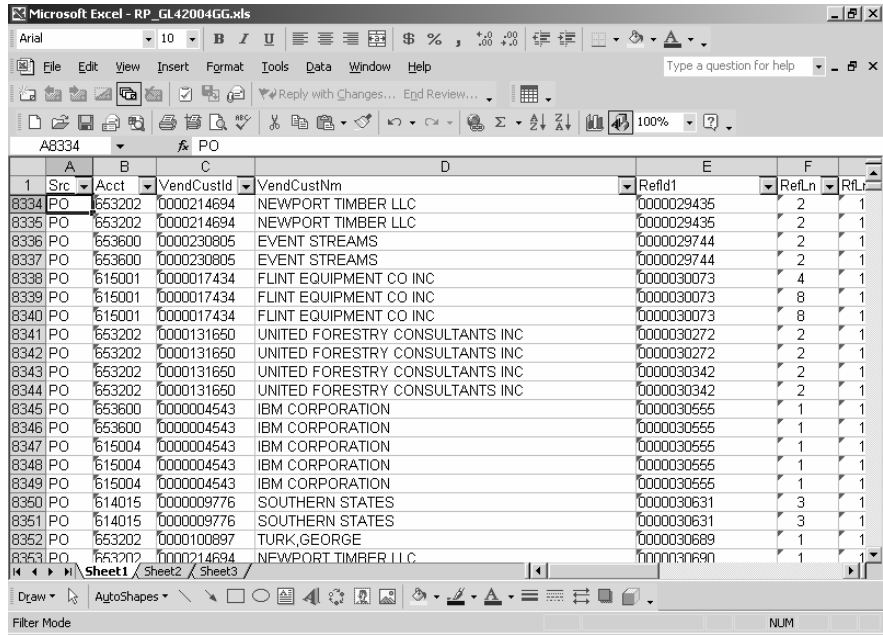
Note: If you would like to see the full view of each cell, follow this procedure:
Highlight the entire worksheet and select Format → Column → AutoFit Selection.

Select the filter associated with **Source** and choose the PO option.

Expected Results:

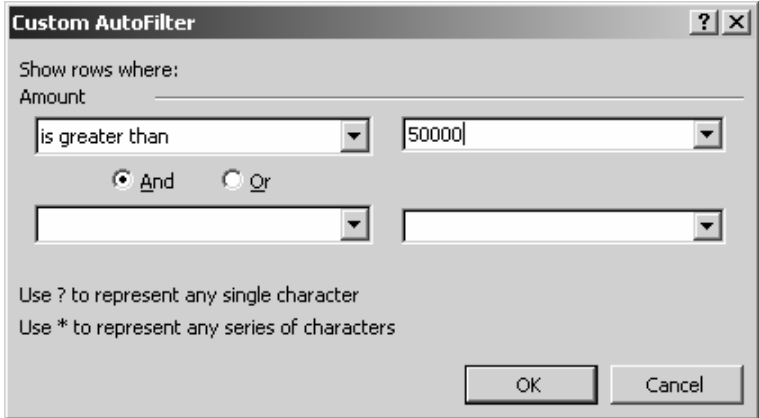
Arrows appear in each column header cell. PO detail values are displayed.

Exercise 4 (continued)

Step 5	<p>Excel will apply the filter and bring back only the data that meets that filter criterion.</p>  <p>Note: Data maintains original spreadsheet line numbers. It is possible to apply another filter to this existing sheet.</p>
Expected Results:	Specific data is displayed.

Step 6	<p>To return spreadsheet to unfiltered data,</p> <p>Click on the active, blue arrow in the Source cell</p> <p>Select: (All)</p>
Expected Results:	Spreadsheet returns with all original unfiltered data.

Exercise 4 (continued)

Step 7	<p>It is possible to create conditional or “Custom” filters.</p> <p>Click on the gray arrow beside <i>Amount</i> and select CUSTOM</p>
Expected Results:	Custom AutoFilter dialog box is displayed.
Step 8	<p>From the drop down menu,</p> <p>Amount: is greater than → Tab → 50000</p>  <p>Click: OK</p>
Expected Results:	Transactions that have an amount of greater than \$50,000 are returned.

Exercise 4 (continued)

Step 9

Your screen displays rows of data with amounts greater than \$50,000. It is possible to filter a filter. To show a specific source type with records greater than \$50,000, perform a second filter.

Click on the gray arrow beside *Source* and select **AP**

The screenshot shows a Microsoft Excel window titled 'Microsoft Excel - RP_GL42004GG.xls'. The spreadsheet has columns A through F. Column A is labeled 'Src' and contains the value 'AP' for rows 387 and 388. Column B is labeled 'Acct' and contains values '713100' and '716100'. Column C is labeled 'VendCustId' and contains values '0000009839' and '0000009839'. Column D is labeled 'VendCustNm' and contains the value 'SUN TRUST BANK'. Column E is labeled 'Refid1' and contains values '00061571' and '00061571'. Column F is labeled 'RefLn' and contains values '1' and '2'. The status bar at the bottom indicates '2 of 9542 records found'.

	A	B	C	D	E	F
	Src	Acct	VendCustId	VendCustNm	Refid1	RefLn
387	AP	713100	0000009839	SUN TRUST BANK	00061571	1
388	AP	716100	0000009839	SUN TRUST BANK	00061571	2

Note: Amount and Source filters are active

Expected Results:

Source documents from AP with amounts greater than \$50,000 display.

Exercise 4 (continued)

Step 10

To return to the original spreadsheet AutoFilter must be turned off. There are two methods for this:

1. Click on the blue or active arrow, and select All from the menu.
2. Data → Filter → AutoFilter – check mark signifies on, selecting again toggles AutoFilter off.

	A	B	C	D	E	F	G
1	Src	Acct	VendCustId	VendCustNm	RefId1	RefLn	RefLn
2	AP	640003	0000140536	NELSON, WILLIAM R JR	00061210	1	1
3	AP	640003	0000126148	BATES, CHARLES A	00061211	1	1
4	AP	640003	0000210577	TRIBBLE, JACK	00061212	1	1
5	AP	640003	000022836	SUTTON, CHAD	00061213	1	1
6	AP	640003	0000210575	DAVID, CHAD	00061215	1	1
7	AP	640003	0000117705	ALLEN, BRIAN	00061217	1	1
8	AP	640003	0000210571	BROOME, PHILIP J	00061219	1	1
9	AP	640003	0000148732	DYER, WILLIAM A	00061221	1	1
10	AP	652001	0000255215	SWAIN, KEN	00061225	1	1
11	AP	652001	0000007377	ALLRED, H JAMES SR	00061226	1	1
12	AP	652001	0000211232	KNOX, IRVING	00061227	1	1
13	AP	640003	0000210571	BROOME, PHILIP J	00061230	1	1
14	AP	614004	0000040634	MORRISONS HOME CENTER INC	00061231	1	1
15	AP	614004	0000040634	MORRISONS HOME CENTER INC	00061232	1	1
16	AP	640003	0000080993	TRELOAR, GRAEME	00061233	1	1
17	AP	614004	0000040634	MORRISONS HOME CENTER INC	00061234	1	1
18	AP	640003	0000060042	BRIDGES, GERRY B	00061235	1	1
19	AP	614004	0000040634	MORRISONS HOME CENTER INC	00061236	1	1
20	AP	640003	0000121388	REICHARD, AARON	00061237	1	1
21	AP	614004	0000040634	MORRISONS HOME CENTER INC	00061238	1	1

Expected Results:

Entire spreadsheet data is restored.

Exercise completed.

Exercise 5 – Pivot Tables

Scenario: A pivot table will be created within the existing spreadsheet. The Pivot Table Wizard is the tool used to summarize specific data in an entirely different format.

Step 1	Continuing with the spreadsheet XX_GL42004GG.xls : For later verification it is necessary to record the last row of data. Click: Ctrl + End Record row number _____ Click: Ctrl + Home
Expected Results:	The last cell is selected.

Step 2	To open the PivotTable Wizard, Select: Data ➔ Pivot Table and PivotChart Report
Expected Results:	Step 1 of the PivotTable Wizard displays.

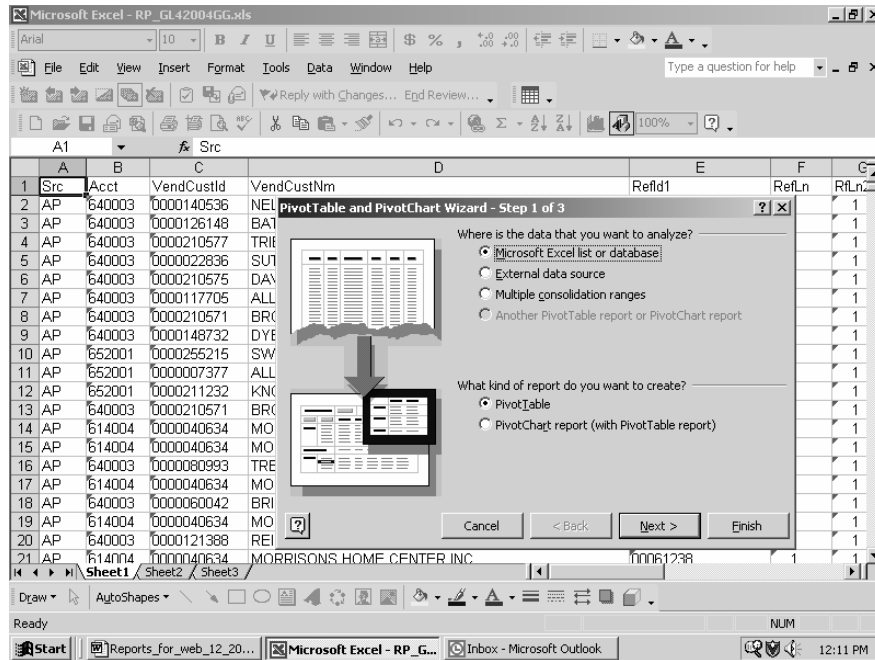
Exercise 5 (continued)

Step 3

It is necessary to identify what type of data will be used in the Pivot Table.
Since the spreadsheet is the list used, the default in Step 1 should be selected.

Select: **Microsoft Excel list or database**

Click: **Next**



Expected Results:

Step 2 of PivotTable Wizard displays.

Exercise 5 (continued)

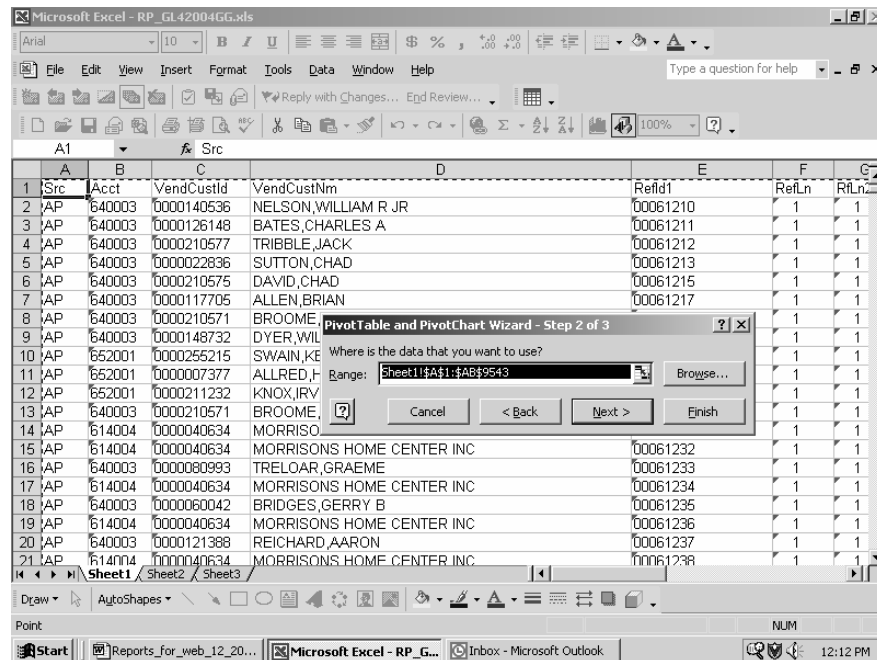
Step 4

If you recorded the last row of data in the spreadsheet, the Wizard range should match.

The data range is **\$A\$1:\$AB\$9543**. (Range will vary from report to report.)

Note: If this range is not displayed, modifications must be made at this step.

Click: **Next**



Expected Results:

Step 3 of PivotTable Wizard displays.

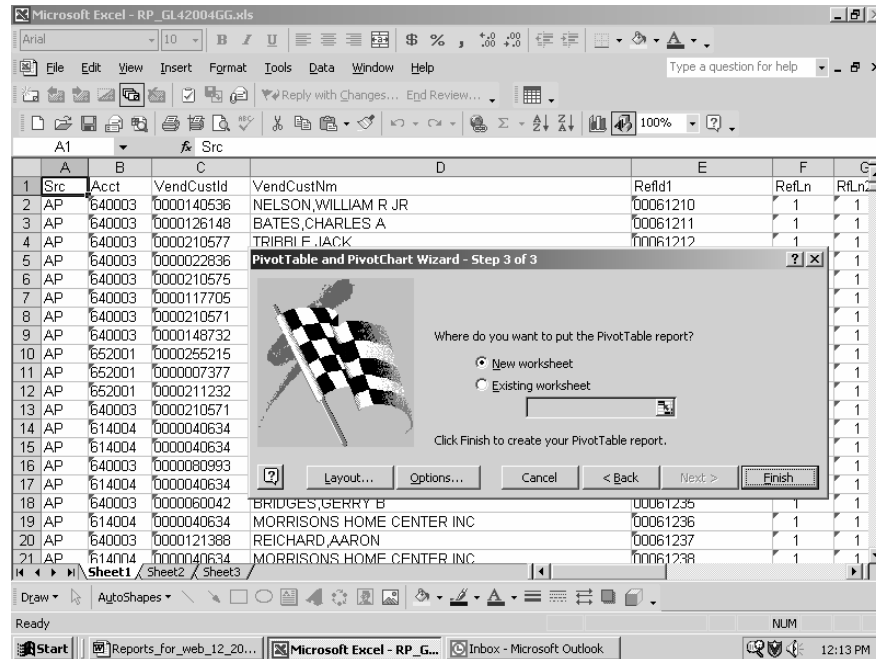
Exercise 5 (continued)

Step 5

The Wizard asks what you want to do with the newly created Pivot Table.

Select: **New worksheet**

Click: **Finish**



Note: The table is now a new spreadsheet page, Sheet 4

Expected Results:

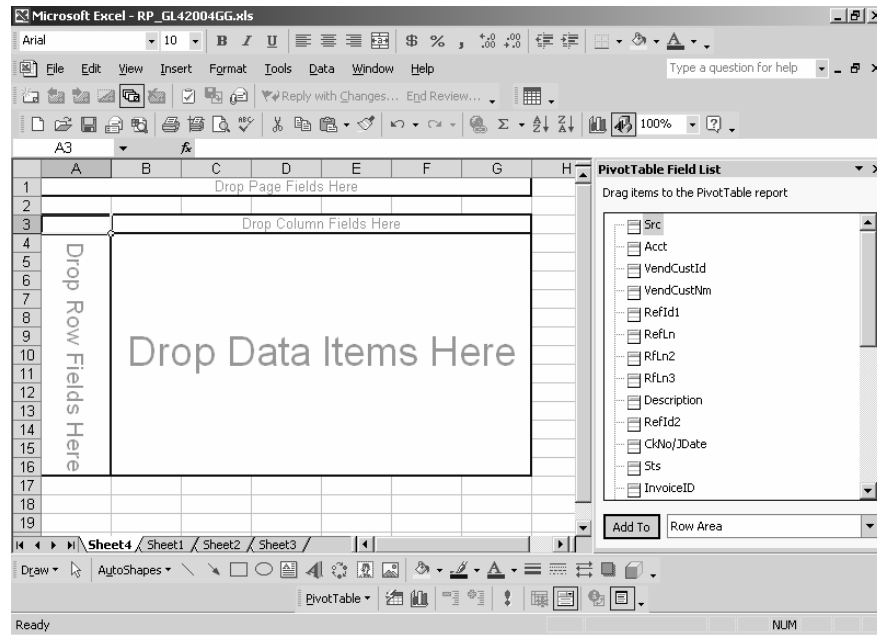
PivotTable Wizard is complete and a new spreadsheet page is created.

Exercise 5 (continued)

Step 6

Pivot Table construction begins. First, define which column headers will become rows, columns, and data in the Pivot Table.

The Field buttons on the right represent the column headers in the spreadsheet.



Click and drag, **ORG** to **PAGE** area

Click and drag, **FUND** to **PAGE** area

Click and drag, **PROGRAM** to **PAGE** area

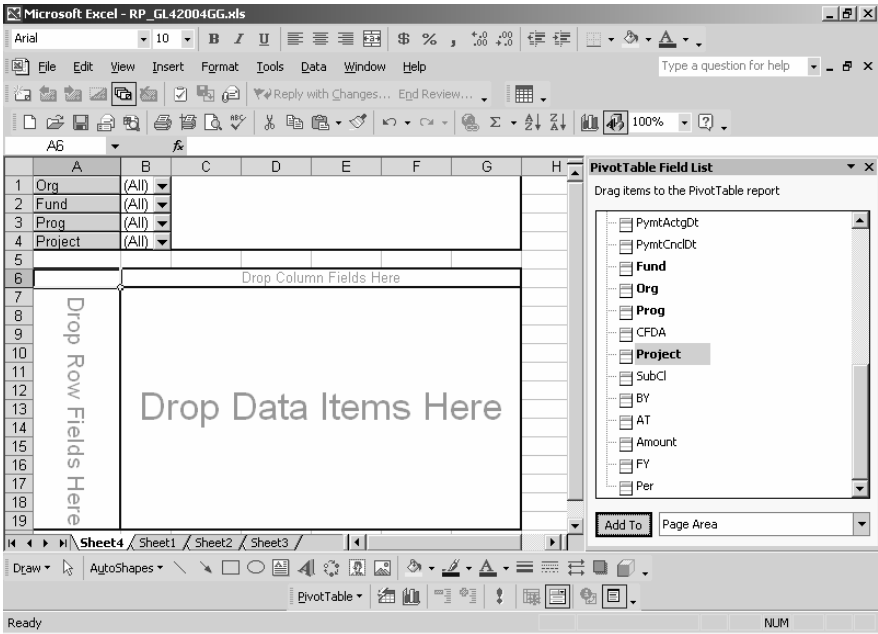
Click and drag, **PROJECT** to **PAGE** area

It is also possible to highlight Header buttons and move them using the ADD TO button and selected fields.

Expected Results:

The pivot table is in process.

Exercise 5 (continued)

Step 7	<p>These four headers are now filters and can be used to manipulate the pivot table data.</p> 
Expected Results:	Pivot Table displays.

Exercise 5 (continued)

Step 8

To continue with this pivot table we will move two more headers into the table.

With the PivotTable open it is possible to modify the existing results. In this case you are going to increase the amount of information that will be displayed.

Click and drag, **SUBCLASS** to the **ROW** area

Click and drag, **AMOUNT** to the **DATA** area

The screenshot shows Microsoft Excel with a PivotTable and the PivotTable Field List task pane. The PivotTable is titled 'Sum of Amount' and has 'SubCl' in the Row Labels area and 'Total' in the Data Fields area. The PivotTable Field List task pane shows the following items:

- PymtActDt
- PymtCndDt
- Fund
- Org
- Prog
- CFDA
- Project
- SubCl
- BY
- AT
- Amount
- FY
- Per

The 'Add To' button is set to 'Data Area'.

SubCl	Total
300	3775876.4
301	650481.22
302	33871.67
303	172618
304	549390.8
305	56948.53
306	22480.48
307	10966.05
308	6597.67
312	399219.96
Grand Total	5678450.78

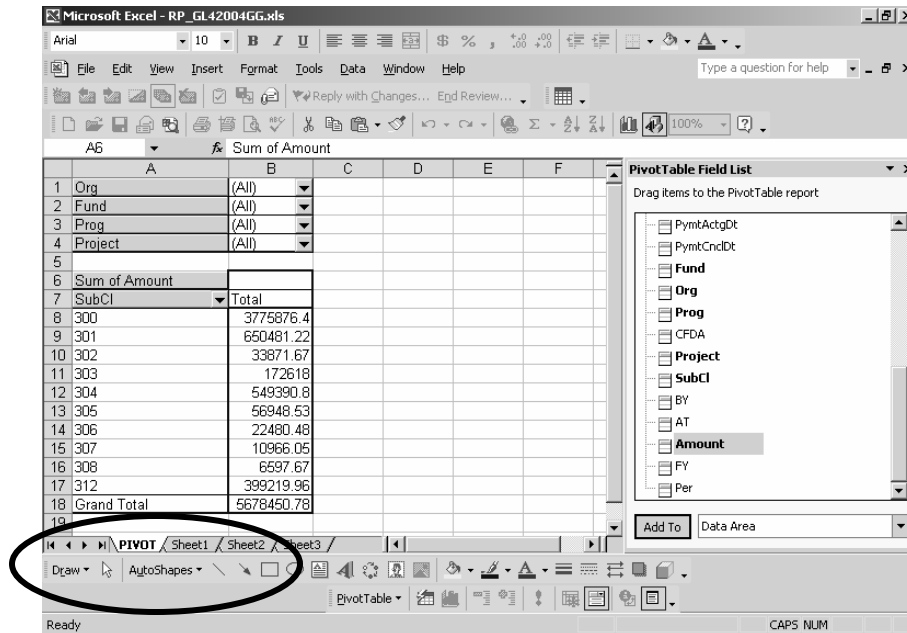
Expected Results:

Each subclass and the corresponding dollar amount are displayed.

Exercise 5 (continued)

Step 9

It is possible to rename the spreadsheet pages by double clicking on the bottom tabs and inserting the information.



Expected Results:

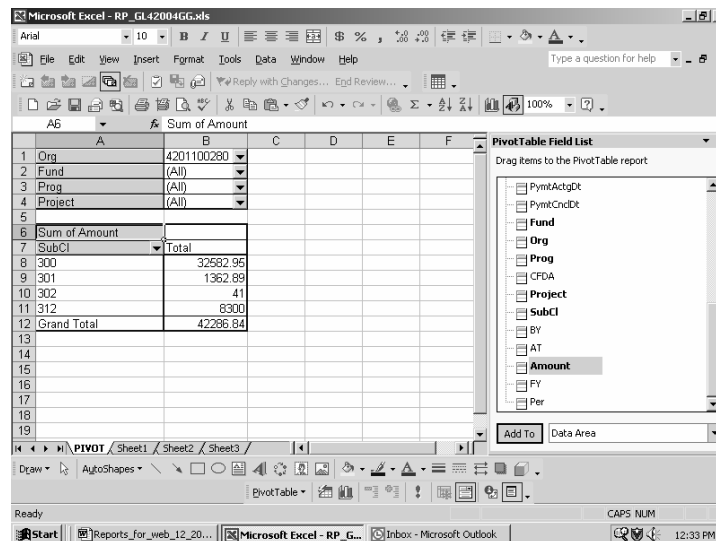
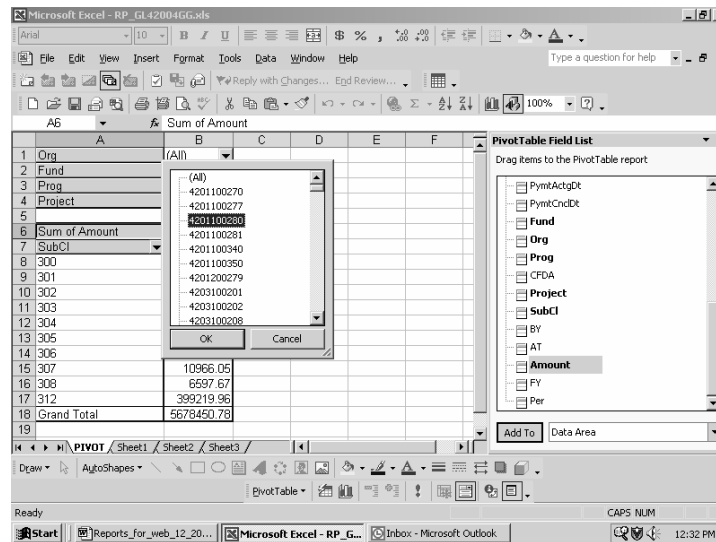
The sheets have been renamed for your convenience.

Exercise 5 (continued)

Step 10

To use the filters,

Select: Org, choose 4201100280 and click: OK



It is possible to break this information down further.

Double Click: Grand Total column on the Sum of AMOUNT

Expected Results:

Specific information is displayed and available for further manipulation.

Exercise 5 (continued)

Step 11

A	B	C	D	E	F	G	H
1	Src	Acct	VendCustId	VendCustNm	RefId1	RefLn	RfLn2
2	LD	510001			LD02219426	916	1
3	LD	510001			LD02207781	655	1
4	LD	510001			LD02166742	776	1
5	AP	514002	0000000690	INTERNAL REVENUE SERVICE-WITHOLDINGS	00062934	1	6
6	AP	514001	0000000690	INTERNAL REVENUE SERVICE-WITHOLDINGS	00062934	1	5
7	AP	515001	0000000684	EMPLOYEES RETIREMENT SYSTEM	00062933	1	3
8	AP	516001	0000000693	STATE HEALTH BENEFIT PLAN	00062932	1	3
9	AP	516001	0000000693	STATE HEALTH BENEFIT PLAN	00062933	1	3
10	AP	514002	0000000690	INTERNAL REVENUE SERVICE-WITHOLDINGS	00062932	1	6
11	AP	514001	0000000690	INTERNAL REVENUE SERVICE-WITHOLDINGS	00062932	1	5
12	AP	515001	0000000684	EMPLOYEES RETIREMENT SYSTEM	00062931	1	3
13	AP	516001	0000000693	STATE HEALTH BENEFIT PLAN	00061594	1	3
14	AP	514002	0000000690	INTERNAL REVENUE SERVICE-WITHOLDINGS	00061593	1	6
15	AP	514001	0000000690	INTERNAL REVENUE SERVICE-WITHOLDINGS	00061593	1	5
16	AP	515001	0000000684	EMPLOYEES RETIREMENT SYSTEM	00061592	1	3
17	PO	519001	0000004794	XEROX CORPORATION	0000031282	1	1
18	PO	519001	0000004794	XEROX CORPORATION	0000031282	1	1
19	AP	519001	0000004794	XEROX CORPORATION	00063321	1	1
20	AP	518200	0000023290	INFINITE ENERGY INC	00063146	1	12
21	AP	517001	0000028848	ELETT FUELING	00062949	2	1

Sheet 5 is created with new data containing complete Organization information.

Each document attached to this location is displayed for additional information.

This new worksheet can now be sorted and filtered if necessary.

Expected Results:

Specific information is displayed and available for further manipulation.

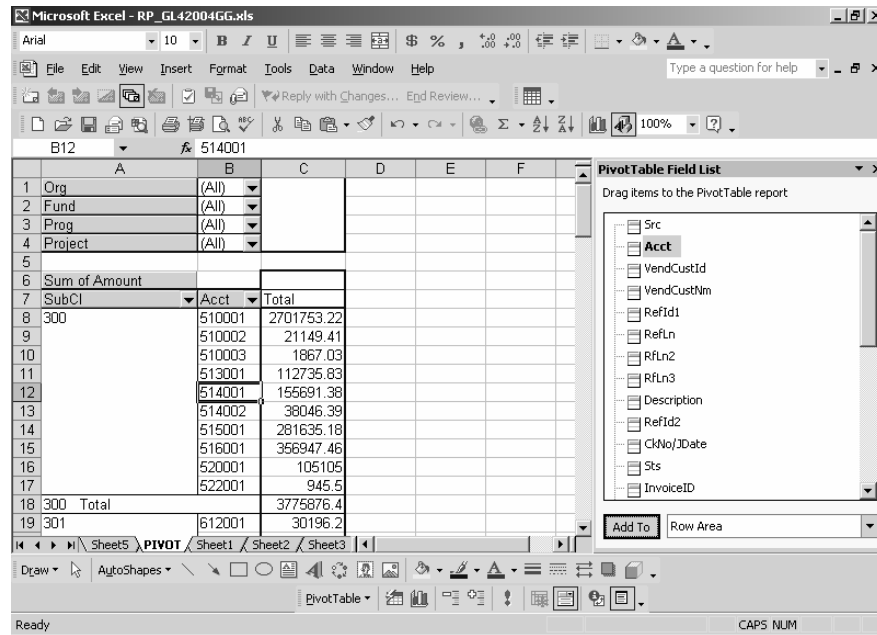
Exercise 5 (continued)

Step 12

The existing pivot table can be modified further,

Select the pivot table tab, Select: ALL at organization

Click and drag, **ACCOUNT** to the **ROW** area



Expected Results:

Specific information is displayed and available for further manipulation.

Step 13


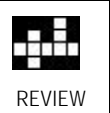
Close Excel and Document Direct.

Expected Results:

Excel and Document Direct are closed.

Exercise completed.

D. Summary and Review

Activity	Materials	
 LECTURE	 GUIDE	 REVIEW

Objectives Review:

1. Request an SQR report
2. Use Document Direct to run an SQR report to an Excel spreadsheet
3. Manipulate spreadsheet data

Discuss the following questions:

1. How is an SQR report requested?
2. How is AutoFilter activated? Deactivated?
3. What/Who is the Pivot Table Wizard?



Phoenix End-User Training

SECTION 2: RUN-ONLY QUERIES

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
RUN_ONLY QUERIES
SEPTEMBER 2004

Section Contents



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Run-only Queries

A. Introduction

Introduction to Run-only Queries



Queries.

Welcome to the Introduction to Run-only Queries. This section contains the tools needed to learn all the concepts and procedures involved in an overview of Run-only

Goal

To have the skills and knowledge necessary to process run-only queries and to transfer that information into an Excel spreadsheet.

Participant**Objectives**

At the end of this module you will be able to...

1. Run queries to a listbox
2. Run queries to an Excel spreadsheet
3. Run queries to Excel and use VLOOKUP
4. Manipulate spreadsheet data

Prerequisites

1. Currently using at least one Phoenix module
2. Basic knowledge of Excel

B. Concepts

Read and discuss the following:

Queries - Query is a PeopleSoft tool that allows you to extract information from the database. The query results can be viewed online, sent to a Crystal Report for output or to Excel for further manipulation.

Run Only Queries – Run only queries are queries that have been developed by the Financial System team. Queries can be run by anyone who has security access to the Run-Only Query function.

If you do not have access to the Run-Only Query function, a request must be approved by your Agency Security Officer and forwarded to the Phoenix Security Team.

Descriptions of available queries can be found on the Phoenix website.

<http://phoenix.gagta.com/>

Once on the website, use the following path to locate the list of queries:

Select: Financials
Select: Module (specific)
Select: Queries
Click on: List or the available link

Naming Conventions – The queries use the following naming convention:

- Position 1 = 0 (zero) – PeopleTools Query will sort to the top of the list of public queries.
- Positions 2 and 3 = module identifier in CAPS (examples: AM, AP, AR, BD, GL, PC, PO).
- Positions 4 through 6 – all numeric (001 through 999)
- Position 7 = _ (underscore)
- All other positions are used to describe the query.

Example: 0PO029_UnDispatched_Pos_by_BU

Browse the list of queries beginning with zero and the appropriate module identifier. Select a query based on the description. A list of detailed descriptions can be found on the Phoenix web site.

Public Queries – All queries that begin with a zero can be selected and run at any time. **Queries that begin with anything other than a zero are Developmental Queries and should not be selected.** Typically they are required to run in an overnight process or they can become "run away" queries.

C. Exercises

Exercise 1 – Run-Only Queries

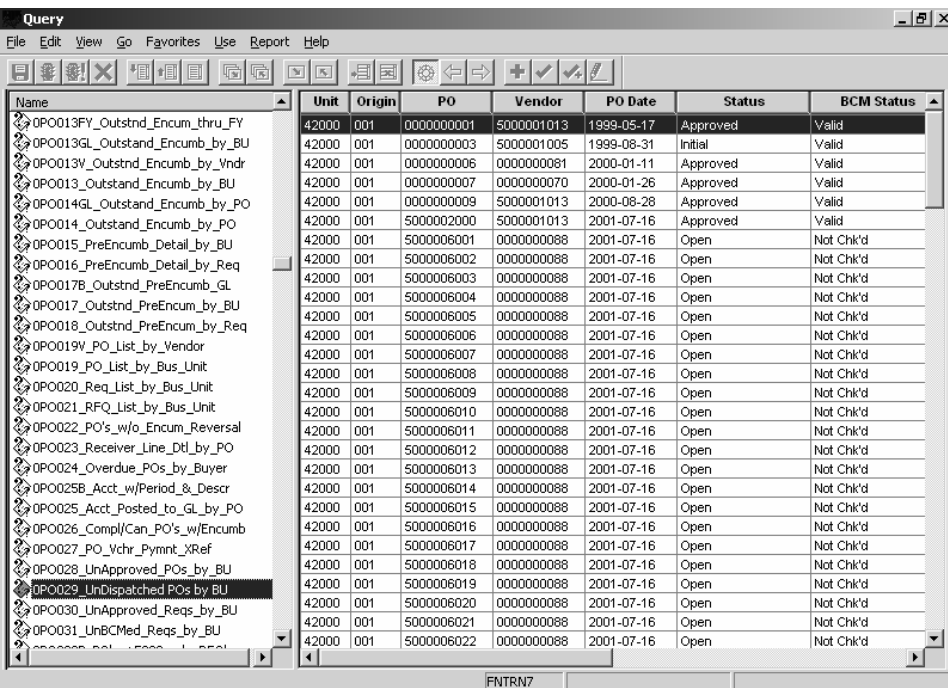
Scenario: The purpose of this exercise is to show you some of the detail that underlies selecting and running queries.

Step 1	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.


Step 2	<p>Click: View→Navigator Display→Query</p> 
Expected Results:	Query window displays.

Exercise 1 (continued)

Step 3	<p>Scroll until you see 0PO029_UnDispatched_POs_by_BU, then double click.</p> <p>Enter or select the following:</p> <p>Business Unit: 42000</p> <p>Click: OK</p>
Expected Results:	<p>The selected query results run.</p>

Step 4	<p>The following query information displays to your monitor:</p>  <p>The left-hand panel displays the query names and the right-hand panel shows the results.</p>
Expected Results:	<p>Selected query runs and result is displayed.</p>

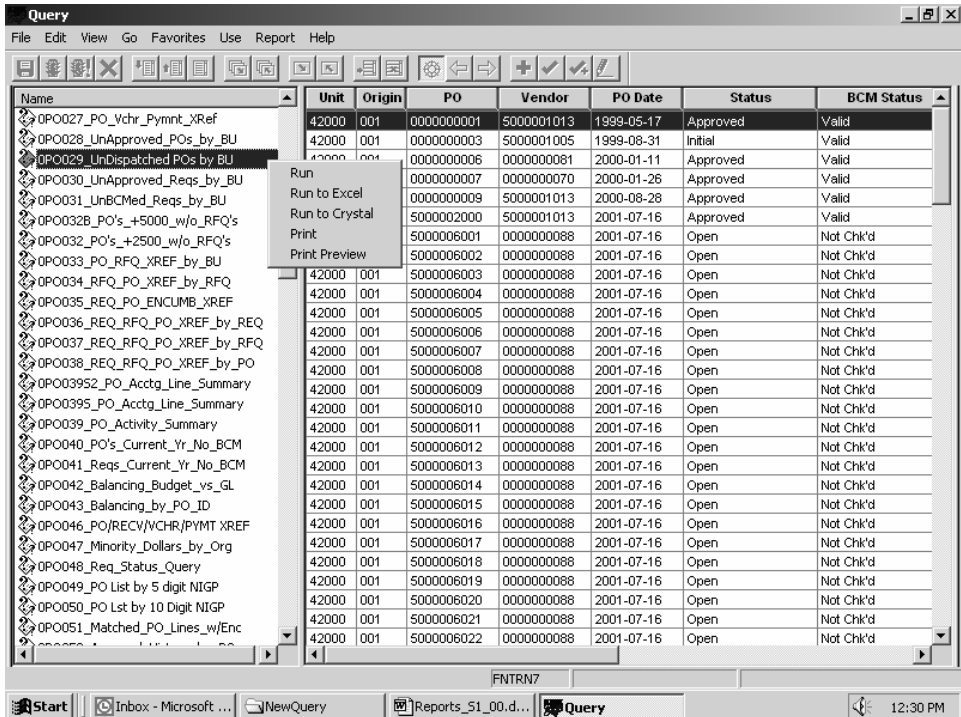
Exercise 1 (continued)

Step 5	<p>From this screen data can be sorted by one column.</p> <p>Click:  button from header row.</p> <p>Click Vendor button again to return to original sort.</p>
Expected Results:	Modified sort results are displayed.

Exercise completed.

Exercise 2 – Running Queries to an Excel Spreadsheet

Scenario: The purpose of this exercise is to define the procedure used to move data from the query panel to a spreadsheet.

Step 1	<p>In the Query panel, Right click on query 0PO029_UnDispatched_POs_by_BU.</p> 
Expected Results:	Menu box displays inside query panel.

Step 2	Click: (Left) button and select Run to Excel.
Expected Results:	Excel loads and opens on your system.

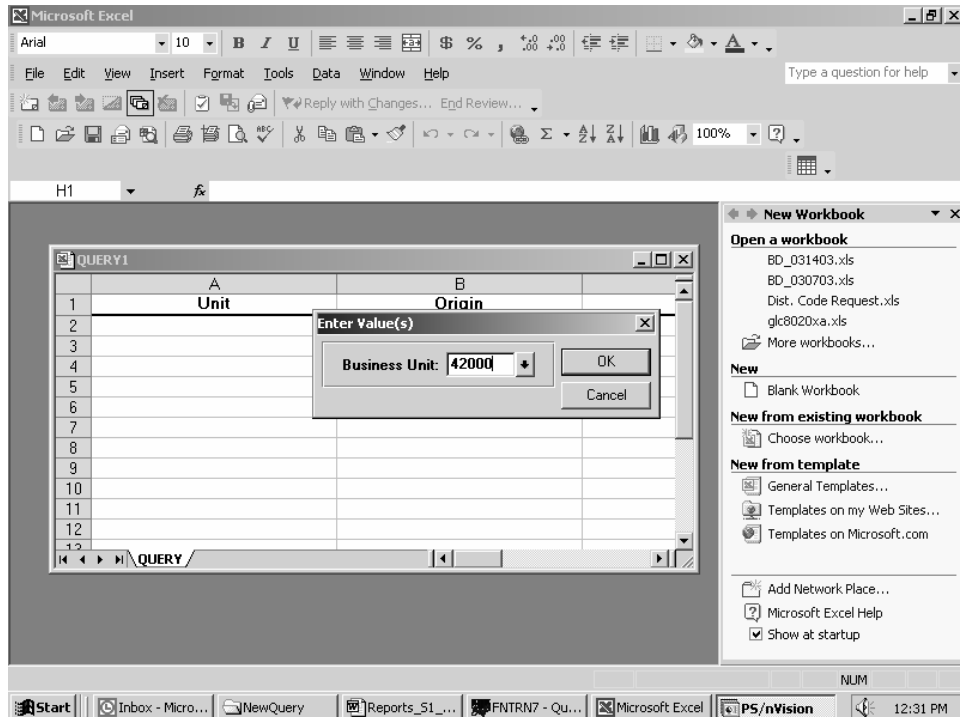
Exercise 2 (continued)

Step 3

Enter or select the following:

Business Unit: 42000

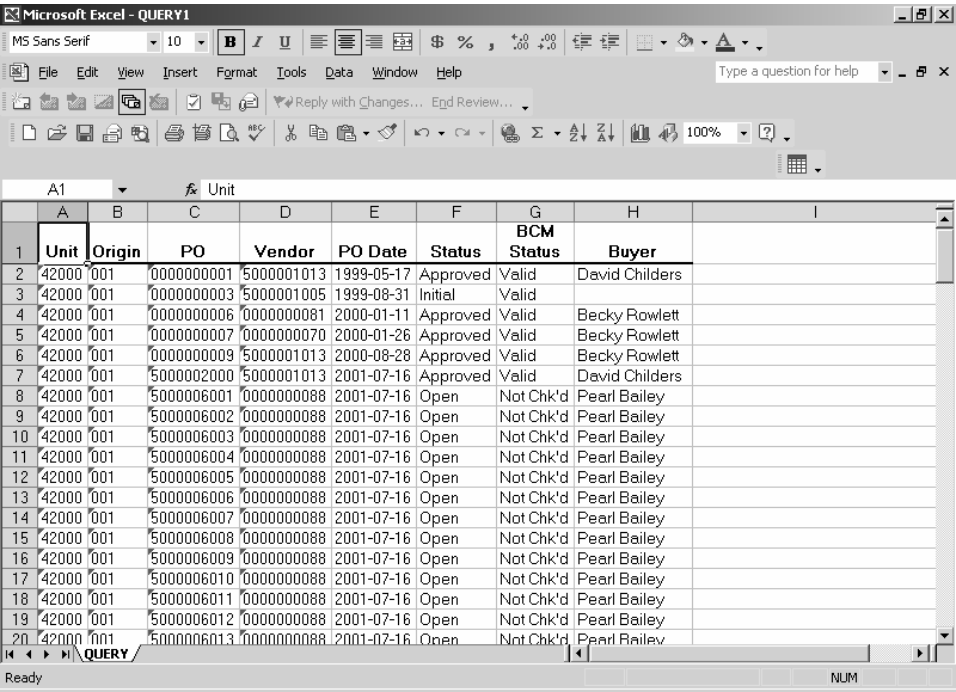
Click: **OK**



Expected Results:

Dialog box displays. In the background an Excel Spreadsheet displays.

Exercise 2 (continued)

Step 4	<p>Compare your spreadsheet to the panel below:</p> 
Expected Results:	<p>Query data displays in the newly created spreadsheet.</p> <p>Note: If a different query was selected, results will vary.</p>

Step 5	<p>To close current spreadsheet</p> <p>Select: File → Exit</p> <p>If a dialog box appears asking: Do you want to save the changes?</p> <p>Click: No</p>
Expected Results:	Excel closes.

Exercise completed.

Exercise 3 – Combining Queries in Excel (VLOOKUP)

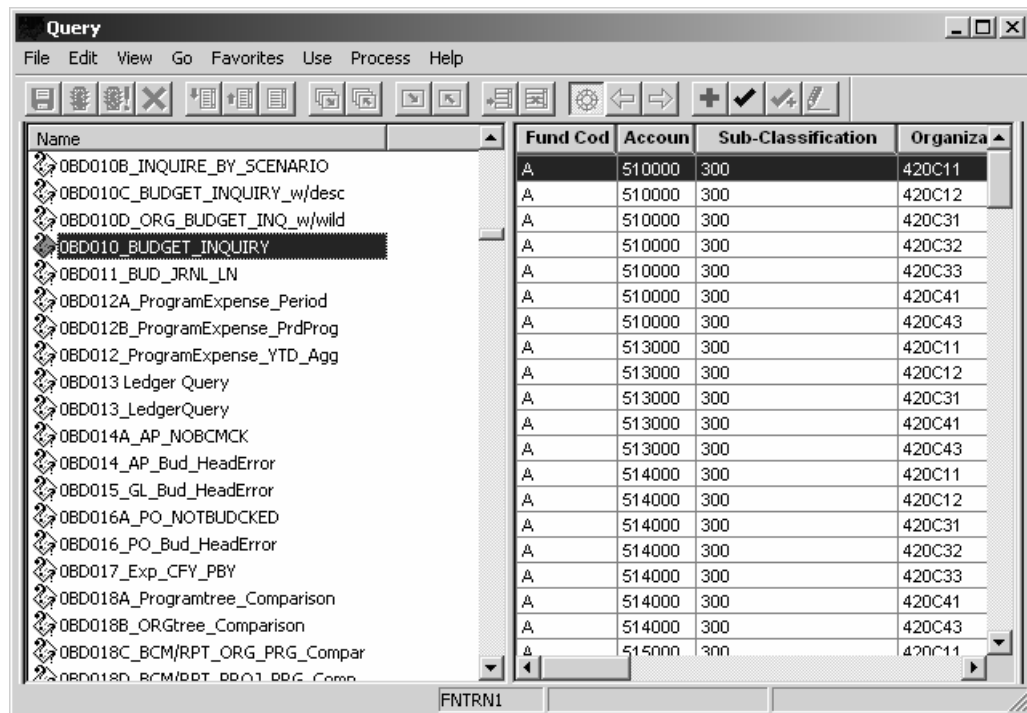
Scenario: The 0BD010 query presents information at the Org budget level. We would like to see this information at the Appropriation budget level but when we run the query against the Approp ledger, we lose any account and project detail information. How can we get the Org ledger query to "roll up" to the Approp ledger Deptids and not lose the account and project detail information?

Here's how:

Run the 0BD019A query and write a VLOOKUP formula.

Step 1

In the Query panel, **Right** click on query **0BD010_BUDGET_INQUIRY**.



Expected Results:

Menu box displays inside query panel.

Step 2

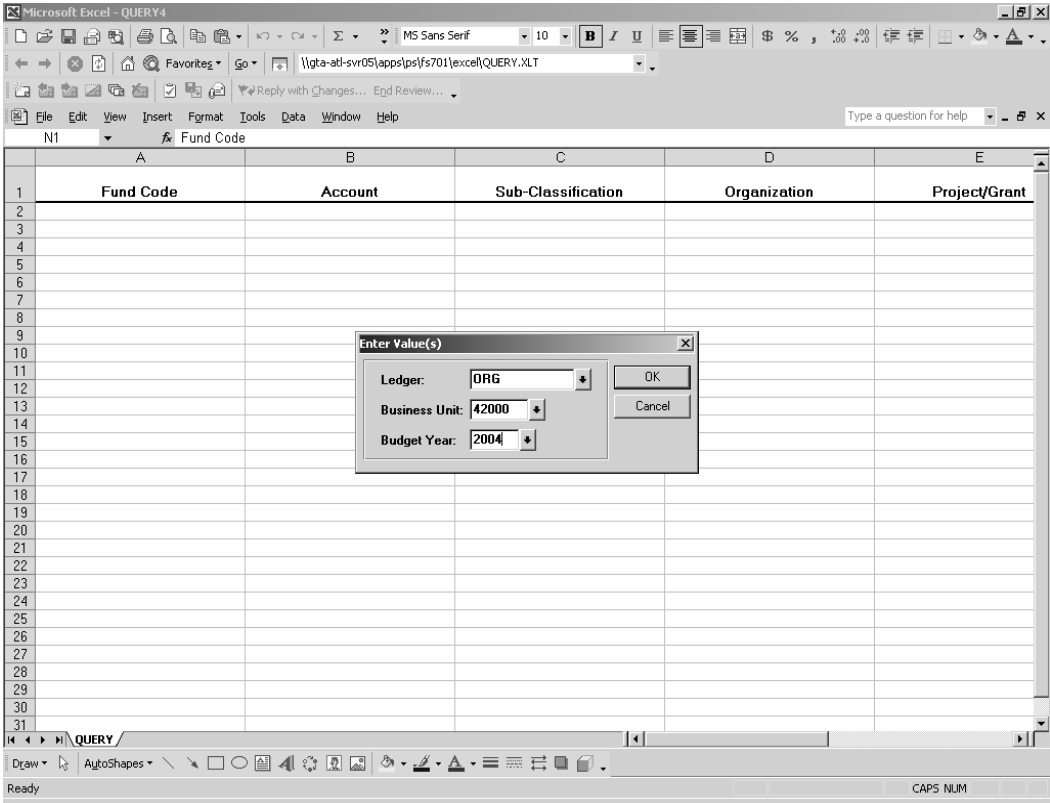
Click: **(Left)** button and select Run to Excel.

Expected

Excel loads and opens on your system.

Step 2	Click: (Left) button and select Run to Excel.
Results:	

Exercise 3 (continued)

Step 3	<p>Enter or select the following:</p> <p>Ledger: ORG</p> <p>Business Unit: 42000</p> <p>Budget Year: 2004</p> <p>Click: OK</p> 
Expected Results:	Dialog box displays. In the background an Excel Spreadsheet displays.

Exercise 3 (continued)

Step 4

Compare your spreadsheet to the panel below:

	A	B	C	D	E	F	G	H	I	J	
	Fund Code	Account	Sub-Classification	Organization	Project/Grant	Program	Budget Total Amount	Sum Pre Encumbered Amount	Sum Encumbered Amount	Sum Expended Amount	
1											
2	A	510000	300	420ALLOC88	50R	ALL	0.00	0.00	0.00	0.00	42
3	A	510000	300	420C11	50R	ALL	-608,371.00	0.00	0.00	609,883.54	42
4	A	510000	300	420C12	50R	ALL	-34,630.00	0.00	0.00	34,630.56	42
5	A	510000	300	420C31	50R	ALL	-19,496,402.00	0.00	0.00	18,646,596.52	42
6	A	510000	300	420C32	50R	ALL	-109,598.00	0.00	0.00	90,518.23	42
7	A	510000	300	420C33	50R	ALL	-201,384.00	0.00	0.00	205,412.11	42
8	A	510000	300	420C41	50R	ALL	-1,939,962.00	0.00	0.00	1,363,329.04	42
9	A	510000	300	420C43	50R	ALL	-376,941.00	0.00	0.00	414,877.72	42
10	A	511000	300	420ALLOC88	50R	ALL	0.00	0.00	0.00	0.00	42
11	A	511000	300	420C11	50R	ALL	0.00	0.00	0.00	0.00	42
12	A	511000	300	420C12	50R	ALL	0.00	0.00	0.00	0.00	42
13	A	511000	300	420C31	50R	ALL	0.00	0.00	0.00	206,069.76	42
14	A	511000	300	420C32	50R	ALL	0.00	0.00	0.00	0.00	42
15	A	511000	300	420C33	50R	ALL	0.00	0.00	0.00	2,605.09	42
16	A	511000	300	420C41	50R	ALL	0.00	0.00	0.00	3,220.32	42
17	A	511000	300	420C43	50R	ALL	0.00	0.00	0.00	0.00	42
18	A	513000	300	420ALLOC88	50R	ALL	0.00	0.00	0.00	0.00	42

Expected Results:

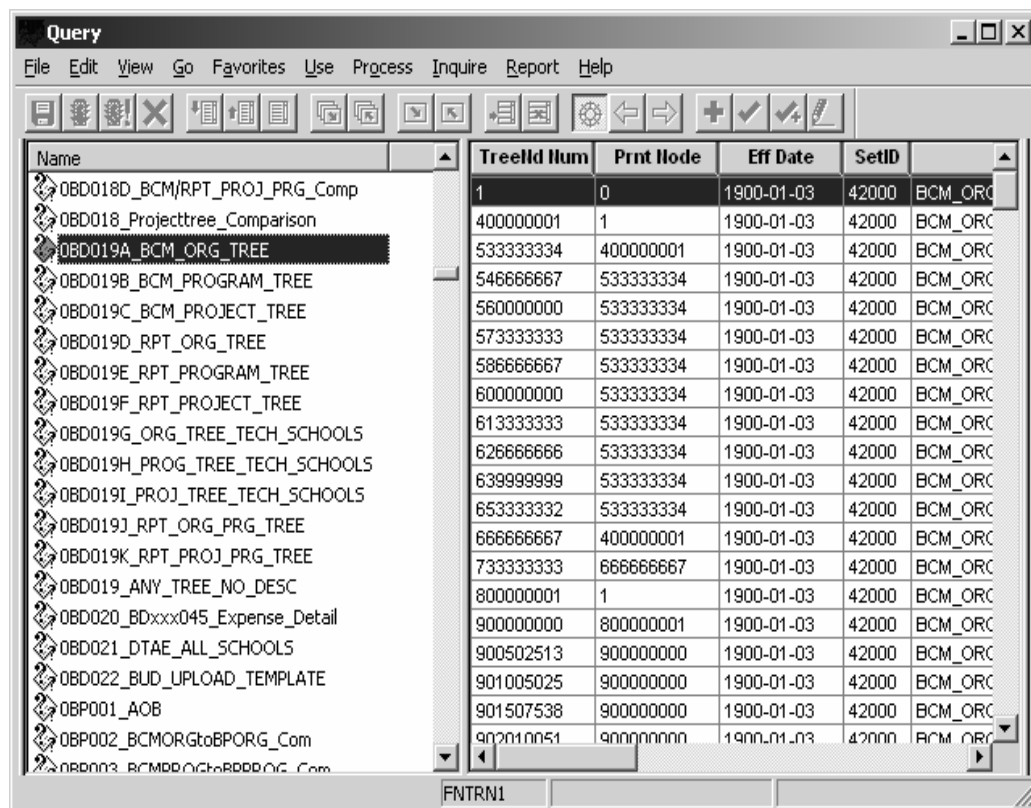
Query data displays in the newly created spreadsheet.

Note: If a different query was selected, results will vary.

Exercise 3 (continued)

Step 5

In the Query panel, **Right** click on query **0BD019A_BCM_ORG_TREE**.



Expected Results:

Menu box displays inside query panel.

Step 6	Click: (Left) button and select Run to Excel.
Expected Results:	Excel loads and opens on your system.

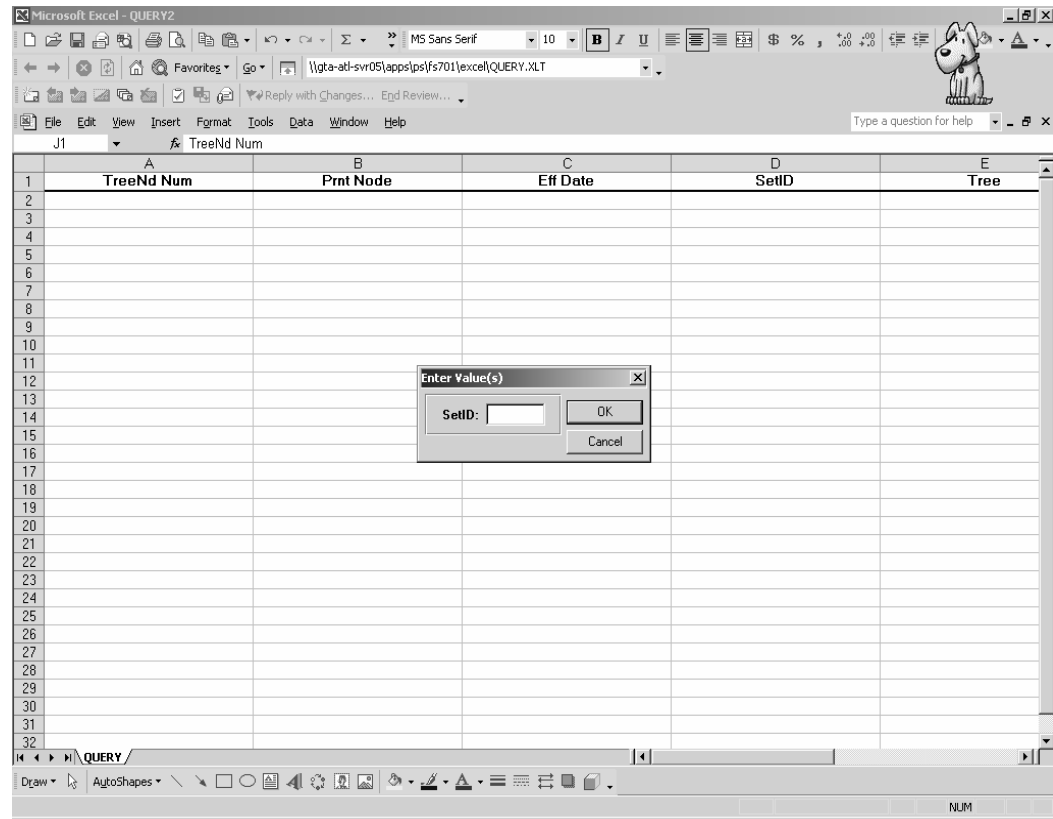
Exercise 3 (continued)

Step 7

Enter or select the following:

SetID: 42000

Click: **OK**

**Expected Results:**

Dialog box displays. In the background an Excel Spreadsheet displays.

Exercise 3 (continued)

Step 8

Compare your spreadsheet to the panel below:

	A	B	C	D	E	F	G	H	I	J
	TreeNd Num	Pmt Node	Eff Date	SetID	Tree	Node	Descr	Tree Level	Level	Parent Node
1										
2	1	0	1900-01-03	42000	BCM_ORG	420ALL	All Organizations	1	ALL	
3	400,000,001	1	1900-01-03	42000	BCM_ORG	420A1	DESCRIPTION NOT FOUND	2	BD_APPROP	420ALL
4	533,333,334	400,000,001	1900-01-03	42000	BCM_ORG	420C11	SEEDLING PRODUCTION/PROCESSING	3	BD_ORG	420A1
5	546,666,667	533,333,334	1900-01-03	42000	BCM_ORG	4201100270	ARROWHEAD SEED ORCHARD	4	BD_DETAIL	420C11
6	560,000,000	533,333,334	1900-01-03	42000	BCM_ORG	4201100272	SEED ORCHARD SUPERVISION	4	BD_DETAIL	420C11
7	573,333,333	533,333,334	1900-01-03	42000	BCM_ORG	4201100277	FLINT RIVER SEED ORCHARD	4	BD_DETAIL	420C11
8	586,666,667	533,333,334	1900-01-03	42000	BCM_ORG	4201100280	CENTRAL OFFICE REFORESTATION	4	BD_DETAIL	420C11
9	600,000,000	533,333,334	1900-01-03	42000	BCM_ORG	4201100281	NURSERY STORES	4	BD_DETAIL	420C11
10	613,333,333	533,333,334	1900-01-03	42000	BCM_ORG	4201100283	CLEAN SEED	4	BD_DETAIL	420C11
11	626,666,666	533,333,334	1900-01-03	42000	BCM_ORG	4201100285	SEEDLING SALES	4	BD_DETAIL	420C11
12	639,999,999	533,333,334	1900-01-03	42000	BCM_ORG	4201100340	FLINT RIVER NURSERY	4	BD_DETAIL	420C11
13	653,333,332	533,333,334	1900-01-03	42000	BCM_ORG	4201100350	PAGE-SHIRLEY-WALKER	4	BD_DETAIL	420C11
14	666,666,667	400,000,001	1900-01-03	42000	BCM_ORG	420C12	TREE IMPROVEMENT	3	BD_ORG	420A1
15	733,333,333	666,666,667	1900-01-03	42000	BCM_ORG	4201200279	TREE IMPROVEMENT	4	BD_DETAIL	420C12
16	800,000,001	1	1900-01-03	42000	BCM_ORG	420A3	DESCRIPTION NOT FOUND	2	BD_APPROP	420ALL
17	900,000,000	800,000,001	1900-01-03	42000	BCM_ORG	420C31	FOREST PROTECTION & MGT.	3	BD_ORG	420A3
18	900,502,513	900,000,000	1900-01-03	42000	BCM_ORG	4203100201	FIELD SUPERVISION-MACON	4	BD_DETAIL	420C31
19	901,005,025	900,000,000	1900-01-03	42000	BCM_ORG	4203100202	FIELD SUPERVISION-ATLANTA	4	BD_DETAIL	420C31
20	901,507,538	900,000,000	1900-01-03	42000	BCM_ORG	4203100203	FORESTRY BMP COMP	4	BD_DETAIL	420C31
21	902,010,051	900,000,000	1900-01-03	42000	BCM_ORG	4203100205	EPD WATER DATA	4	BD_DETAIL	420C31
22	902,512,563	900,000,000	1900-01-03	42000	BCM_ORG	4203100208	NON-POINT POLLUTION	4	BD_DETAIL	420C31
23	903,015,076	900,000,000	1900-01-03	42000	BCM_ORG	4203100218	FIRE WEATHER INFORMATION	4	BD_DETAIL	420C31
24	903,517,588	900,000,000	1900-01-03	42000	BCM_ORG	4203100219	GIS PROGRAMS	4	BD_DETAIL	420C31
25	904,020,101	900,000,000	1900-01-03	42000	BCM_ORG	4203100220	CENTRAL OFFICE PROTECTION	4	BD_DETAIL	420C31
26	904,522,613	900,000,000	1900-01-03	42000	BCM_ORG	4203100229	FIRE CONTROL ACTIVITIES	4	BD_DETAIL	420C31
27	905,025,126	900,000,000	1900-01-03	42000	BCM_ORG	4203100230	CENTRAL OFFICE MANAGEMENT	4	BD_DETAIL	420C31
28	905,527,638	900,000,000	1900-01-03	42000	BCM_ORG	4203100231	STEWARDSHIP 97	4	BD_DETAIL	420C31
29	906,030,151	900,000,000	1900-01-03	42000	BCM_ORG	4203100232	NAVAL STORES	4	BD_DETAIL	420C31
30	906,532,664	900,000,000	1900-01-03	42000	BCM_ORG	4203100233	STEWARDSHIP V	4	BD_DETAIL	420C31
31	907,035,176	900,000,000	1900-01-03	42000	BCM_ORG	4203100235	INSECT CONTROL (PROGRAM)	4	BD_DETAIL	420C31

Expected Results:

Query data displays in the newly created spreadsheet.

Note: If a different query was selected, results will vary.

Exercise 3 (continued)

Step 9

Move 0BD019A query into the 0BD010 query spreadsheet. Label the tabs then name and save Excel file.

	A	B	C	D	E	F	G	H	I	J
	TreeNd Num	Prnt Node	Eff Date	SetID	Tree	Node	Descr	Tree Level	Level	Parent Node
1	1	0	1900-01-03	42000	BCM_ORG	420ALL	All Organizations	1	ALL	
2							DESCRIPTION NOT FOUND	2	BD_APPROP	420ALL
3	400,000,001	1	1900-01-03	42000	BCM_ORG	420A1				
4	533,333,334	400,000,001	1900-01-03	42000	BCM_ORG	420C11	SEEDLING PRODUCTION/PROCESSING	3	BD_ORG	420A1
5	546,666,667	533,333,334	1900-01-03	42000	BCM_ORG	4201100270	ARROWHEAD SEED ORCHARD	4	BD_DETAIL	420C11
6	560,000,000	533,333,334	1900-01-03	42000	BCM_ORG	4201100272	SEED ORCHARD SUPERVISION	4	BD_DETAIL	420C11
7	573,333,333	533,333,334	1900-01-03	42000	BCM_ORG	4201100277	FLINT RIVER SEED ORCHARD	4	BD_DETAIL	420C11
8	586,666,667	533,333,334	1900-01-03	42000	BCM_ORG	4201100280	CENTRAL OFFICE REFORESTATION	4	BD_DETAIL	420C11
9	600,000,000	533,333,334	1900-01-03	42000	BCM_ORG	4201100281	NURSERY STORES	4	BD_DETAIL	420C11
10	613,333,333	533,333,334	1900-01-03	42000	BCM_ORG	4201100283	CLEAN SEED	4	BD_DETAIL	420C11
11	626,666,666	533,333,334	1900-01-03	42000	BCM_ORG	4201100285	SEEDLING SALES	4	BD_DETAIL	420C11
12	639,999,999	533,333,334	1900-01-03	42000	BCM_ORG	4201100340	FLINT RIVER NURSERY	4	BD_DETAIL	420C11
13	653,333,332	533,333,334	1900-01-03	42000	BCM_ORG	4201100350	PAGE-SHIRLEY-WALKER	4	BD_DETAIL	420C11
14	666,666,667	400,000,001	1900-01-03	42000	BCM_ORG	420C12	TREE IMPROVEMENT	3	BD_ORG	420A1
15	733,333,333	666,666,667	1900-01-03	42000	BCM_ORG	4201200279	TREE IMPROVEMENT	4	BD_DETAIL	420C12
16	800,000,001	1	1900-01-03	42000	BCM_ORG	420A3	DESCRIPTION NOT FOUND	2	BD_APPROP	420ALL
17	900,000,000	800,000,001	1900-01-03	42000	BCM_ORG	420C31	FOREST PROTECTION & MGT.	3	BD_ORG	420A3
18	900,502,513	900,000,000	1900-01-03	42000	BCM_ORG	4203100201	FIELD SUPERVISION-MACON	4	BD_DETAIL	420C31
19	901,005,025	900,000,000	1900-01-03	42000	BCM_ORG	4203100202	FIELD SUPERVISION-ATLANTA	4	BD_DETAIL	420C31
20	901,507,538	900,000,000	1900-01-03	42000	BCM_ORG	4203100203	FORESTRY BMP COMP	4	BD_DETAIL	420C31
21	902,010,051	900,000,000	1900-01-03	42000	BCM_ORG	4203100205	EPD WATER DATA	4	BD_DETAIL	420C31
22	902,512,563	900,000,000	1900-01-03	42000	BCM_ORG	4203100208	NON-POINT POLLUTION	4	BD_DETAIL	420C31
23	903,015,076	900,000,000	1900-01-03	42000	BCM_ORG	4203100218	FIRE WEATHER INFORMATION	4	BD_DETAIL	420C31
24	903,517,588	900,000,000	1900-01-03	42000	BCM_ORG	4203100219	GIS PROGRAMS	4	BD_DETAIL	420C31
25	904,020,101	900,000,000	1900-01-03	42000	BCM_ORG	4203100220	CENTRAL OFFICE PROTECTION	4	BD_DETAIL	420C31
26	904,522,613	900,000,000	1900-01-03	42000	BCM_ORG	4203100229	FIRE CONTROL ACTIVITIES	4	BD_DETAIL	420C31
27	905,025,126	900,000,000	1900-01-03	42000	BCM_ORG	4203100230	CENTRAL OFFICE MANAGEMENT	4	BD_DETAIL	420C31
28	905,527,638	900,000,000	1900-01-03	42000	BCM_ORG	4203100231	STEWARDSHIP 97	4	BD_DETAIL	420C31
29	906,030,151	900,000,000	1900-01-03	42000	BCM_ORG	4203100232	NAVAL STORES	4	BD_DETAIL	420C31
30	906,532,664	900,000,000	1900-01-03	42000	BCM_ORG	4203100233	STEWARDSHIP V	4	BD_DETAIL	420C31
31	907,035,176	900,000,000	1900-01-03	42000	BCM_ORG	4203100235	INSECT CONTROL (PROGRAM)	4	BD_DETAIL	420C31

**Expected
Results:**

Query moved successfully.

Exercise 3 (continued)

Step 10

Insert a column in OBD010 query at Column E and label it BD_APPROP.

	A	B	C	D	E	F	G	H	I	J	K
	Fund Code	Account	Sub-Classification	Organization	BD_APPROP	Project/Grant	Program	Budget Total Amount	Sum Pre Encumbered Amount	Sum Encumbered Amount	Sum Expended Amount
1	A	510000	300	420C31		50R	ALL	-19,496,402.00	0.00	0.00	18,646,596.52
2	A	614000	301	420C31		50R	ALL	-2,889,259.00	0.00	2,819.86	1,809,555.57
3	A	516000	300	420C31		50R	ALL	-2,633,237.00	0.00	0.00	2,468,563.75
4	A	612000	301	420C31		50R	ALL	-2,360,968.00	0.00	0.00	1,424,949.86
5	A	515000	300	420C31		50R	ALL	-2,144,502.00	0.00	0.00	2,004,792.23
6	A	510000	300	420C41		50R	ALL	-1,939,962.00	0.00	0.00	1,363,329.04
7	A	653000	312	420C31		50R	ALL	-1,806,382.00	0.00	248,459.63	842,802.36
8	A	720000	304	420C31		50R	ALL	-1,635,308.00	0.00	834,018.00	349,976.91
9	A	514000	300	420C31		50R	ALL	-1,371,745.00	0.00	0.00	1,354,038.85
10	A	722000	303	420C31		50R	ALL	-1,098,866.00	0.00	501,856.00	424,592.00
11	A	653000	312	420C43		50R	ALL	-750,271.00	0.00	1,629.46	114,200.99
12	A	671000	307	420C31		50R	ALL	-617,020.00	0.00	0.00	233,516.48
13	A	510000	300	420C11		50R	ALL	-608,371.00	0.00	0.00	609,883.54
14	A	510000	300	420C43		50R	ALL	-376,941.00	0.00	0.00	414,877.72
15	A	618000	301	420C31		50R	ALL	-357,990.00	0.00	0.00	370,310.86
16	A	615000	301	420C31		50R	ALL	-331,493.00	0.00	863,949.00	966,377.25
17	A	614000	301	420C33		50R	ALL	-328,212.00	0.00	0.00	251,781.60
18	A	612000	301	420C41		50R	ALL	-303,685.00	0.00	0.00	245,000.45
19	A	513000	300	420C11		50R	ALL	-300,000.00	0.00	0.00	186,963.23
20	A	620000	301	420C31		50R	ALL	-294,651.00	0.00	0.00	371,254.00
21	A	513000	300	420C31		50R	ALL	-264,116.00	0.00	0.00	689,348.34
22	A	721000	305	420C41		50R	ALL	-253,330.00	0.00	0.00	0.00
23	A	721000	305	420C31		50R	ALL	-235,177.00	0.00	0.00	11,587.60
24	A	510000	300	420C33		50R	ALL	-201,384.00	0.00	0.00	205,412.11
25	A	516000	300	420C41		50R	ALL	-193,515.00	0.00	0.00	179,034.28
26	A	515000	300	420C41		50R	ALL	-158,006.00	0.00	0.00	142,577.50
27	A	720000	304	420C33		50R	ALL	-150,000.00	0.00	0.00	86,760.00
28	A	640000	302	420C31		50R	ALL	-148,793.00	0.00	0.00	149,982.59
29	A	653000	312	420C11		50R	ALL	-110,870.00	0.00	0.00	63,197.80
30	A										

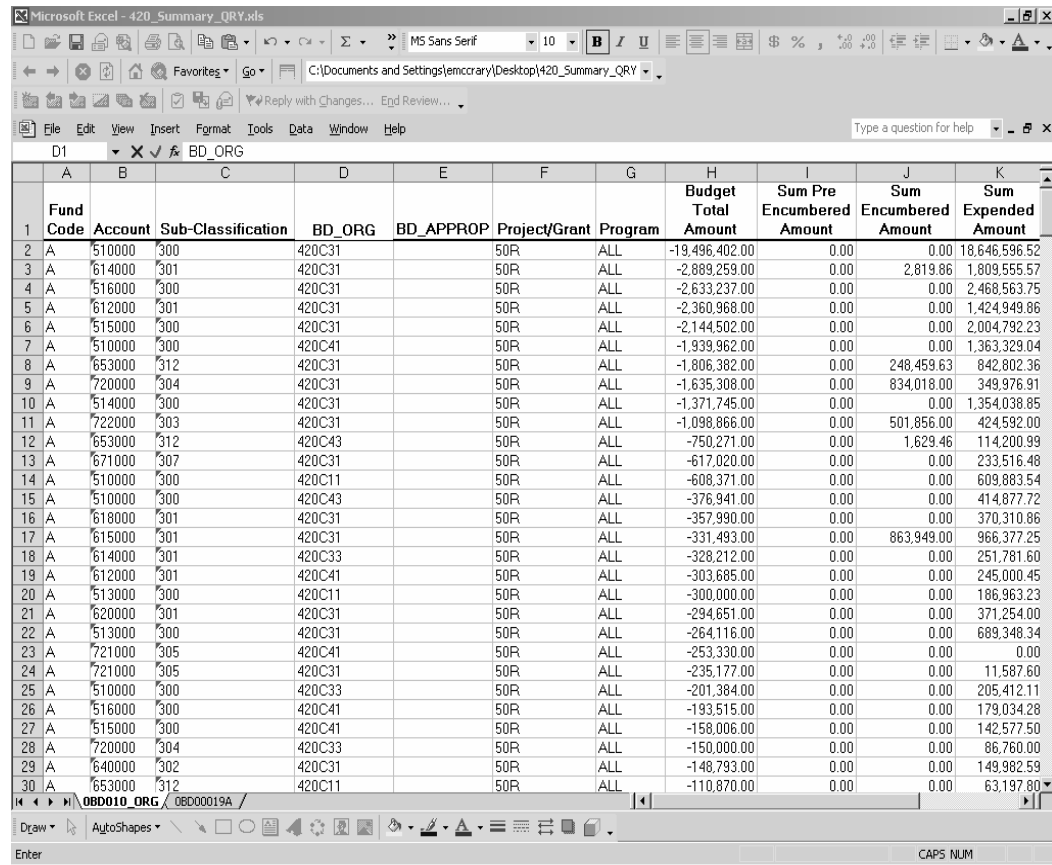
Expected Results:

Column inserted correctly.

Exercise 3 (continued)

Step 11

Label Column D, "BD_ORG".



	A	B	C	D	E	F	G	H	I	J	K
	Fund Code	Account	Sub-Classification	BD_ORG	BD_APPROP	Project/Grant	Program	Budget Total Amount	Sum Pre Encumbered Amount	Sum Encumbered Amount	Sum Expended Amount
2	A	510000	300	420C31		50R	ALL	-19,496,402.00	0.00	0.00	18,646,596.52
3	A	614000	301	420C31		50R	ALL	-2,889,259.00	0.00	2,819.86	1,809,555.57
4	A	516000	300	420C31		50R	ALL	-2,633,237.00	0.00	0.00	2,468,563.75
5	A	612000	301	420C31		50R	ALL	-2,360,968.00	0.00	0.00	1,424,949.86
6	A	515000	300	420C31		50R	ALL	-2,144,502.00	0.00	0.00	2,004,792.23
7	A	510000	300	420C41		50R	ALL	-1,939,962.00	0.00	0.00	1,363,329.04
8	A	653000	312	420C31		50R	ALL	-1,806,382.00	0.00	248,459.63	842,802.36
9	A	720000	304	420C31		50R	ALL	-1,635,308.00	0.00	834,018.00	349,976.91
10	A	514000	300	420C31		50R	ALL	-1,371,745.00	0.00	0.00	1,354,038.85
11	A	722000	303	420C31		50R	ALL	-1,098,866.00	0.00	501,856.00	424,592.00
12	A	653000	312	420C43		50R	ALL	-750,271.00	0.00	1,629.46	114,200.99
13	A	671000	307	420C31		50R	ALL	-617,020.00	0.00	0.00	233,516.48
14	A	510000	300	420C11		50R	ALL	-608,371.00	0.00	0.00	609,883.54
15	A	510000	300	420C43		50R	ALL	-376,941.00	0.00	0.00	414,877.72
16	A	618000	301	420C31		50R	ALL	-357,990.00	0.00	0.00	370,310.86
17	A	615000	301	420C31		50R	ALL	-331,493.00	0.00	863,949.00	966,377.25
18	A	614000	301	420C33		50R	ALL	-328,212.00	0.00	0.00	251,781.60
19	A	612000	301	420C41		50R	ALL	-303,685.00	0.00	0.00	245,000.45
20	A	513000	300	420C11		50R	ALL	-300,000.00	0.00	0.00	186,963.23
21	A	620000	301	420C31		50R	ALL	-294,651.00	0.00	0.00	371,254.00
22	A	513000	300	420C31		50R	ALL	-264,116.00	0.00	0.00	689,348.34
23	A	721000	305	420C41		50R	ALL	-253,330.00	0.00	0.00	0.00
24	A	721000	305	420C31		50R	ALL	-235,177.00	0.00	0.00	11,587.60
25	A	510000	300	420C33		50R	ALL	-201,384.00	0.00	0.00	205,412.11
26	A	516000	300	420C41		50R	ALL	-193,515.00	0.00	0.00	179,034.28
27	A	515000	300	420C41		50R	ALL	-158,006.00	0.00	0.00	142,577.50
28	A	720000	304	420C33		50R	ALL	-150,000.00	0.00	0.00	86,760.00
29	A	640000	302	420C31		50R	ALL	-148,793.00	0.00	0.00	149,982.59
30	A	653000	312	420C11		50R	ALL	-110,870.00	0.00	0.00	63,197.80

Expected Results:

Spreadsheet matches.

Exercise 3 (continued)

Step 12

In the 0BD019A query select cells F2 thru J2, then down to the end of data rows.

1	TreeNd Num	Prnt Node	Eff Date	SetID	Tree	Node	Descr	Tree Level	Level	Parent Node
2	1	0	1900-01-03	42000	BCM_ORG	4201100270	ARROWHEAD SEED ORCHARD	4	BD_DETAIL	420C11
3	400,000,001	1	1900-01-03	42000	BCM_ORG	4201100272	SEED ORCHARD SUPERVISION	4	BD_DETAIL	420C11
4	533,333,334	400,000,001	1900-01-03	42000	BCM_ORG	4201100277	FLINT RIVER SEED ORCHARD	4	BD_DETAIL	420C11
5	546,666,667	533,333,334	1900-01-03	42000	BCM_ORG	4201100280	CENTRAL OFFICE REFORESTATION	4	BD_DETAIL	420C11
6	560,000,000	533,333,334	1900-01-03	42000	BCM_ORG	4201100281	NURSERY STORES	4	BD_DETAIL	420C11
7	573,333,333	533,333,334	1900-01-03	42000	BCM_ORG	4201100283	CLEAN SEED	4	BD_DETAIL	420C11
8	586,666,667	533,333,334	1900-01-03	42000	BCM_ORG	4201100285	SEEDLING SALES	4	BD_DETAIL	420C11
9	600,000,000	533,333,334	1900-01-03	42000	BCM_ORG	4201100340	FLINT RIVER NURSERY	4	BD_DETAIL	420C11
10	613,333,333	533,333,334	1900-01-03	42000	BCM_ORG	4201100350	PAGE-SHIRLEY-WALKER	4	BD_DETAIL	420C11
11	626,666,666	533,333,334	1900-01-03	42000	BCM_ORG	4201200279	TREE IMPROVEMENT	4	BD_DETAIL	420C12
12	639,999,999	533,333,334	1900-01-03	42000	BCM_ORG	4203100201	FIELD SUPERVISION-MACON	4	BD_DETAIL	420C31
13	653,333,332	533,333,334	1900-01-03	42000	BCM_ORG	4203100202	FIELD SUPERVISION-ATLANTA	4	BD_DETAIL	420C31
14	666,666,667	400,000,001	1900-01-03	42000	BCM_ORG	4203100203	FORESTRY BMP COMP	4	BD_DETAIL	420C31
15	733,333,333	666,666,667	1900-01-03	42000	BCM_ORG	4203100205	EPD WATER DATA	4	BD_DETAIL	420C31
16	800,000,001	1	1900-01-03	42000	BCM_ORG	4203100208	NON-POINT POLLUTION	4	BD_DETAIL	420C31
17	900,000,000	800,000,001	1900-01-03	42000	BCM_ORG	4203100218	FIRE WEATHER INFORMATION	4	BD_DETAIL	420C31
18	900,502,513	900,000,000	1900-01-03	42000	BCM_ORG	4203100219	GIS PROGRAMS	4	BD_DETAIL	420C31
19	901,005,025	900,000,000	1900-01-03	42000	BCM_ORG	4203100220	CENTRAL OFFICE PROTECTION	4	BD_DETAIL	420C31
20	901,507,538	900,000,000	1900-01-03	42000	BCM_ORG	4203100229	FIRE CONTROL ACTIVITIES	4	BD_DETAIL	420C31
21	902,010,051	900,000,000	1900-01-03	42000	BCM_ORG	4203100230	CENTRAL OFFICE MANAGEMENT	4	BD_DETAIL	420C31
22	902,512,563	900,000,000	1900-01-03	42000	BCM_ORG	4203100231	STEWARDSHIP 97	4	BD_DETAIL	420C31
23	903,015,076	900,000,000	1900-01-03	42000	BCM_ORG	4203100232	NAVAL STORES	4	BD_DETAIL	420C31
24	903,517,588	900,000,000	1900-01-03	42000	BCM_ORG	4203100233	STEWARDSHIP V	4	BD_DETAIL	420C31
25	904,020,101	900,000,000	1900-01-03	42000	BCM_ORG	4203100235	INSECT CONTROL (PROGRAM)	4	BD_DETAIL	420C31
26	904,522,613	900,000,000	1900-01-03	42000	BCM_ORG	4203100236	GYPSY MOTH SURVEY	4	BD_DETAIL	420C31
27	905,025,126	900,000,000	1900-01-03	42000	BCM_ORG	4203100238	GYPSY MOTH ERADICATION	4	BD_DETAIL	420C31
28	905,527,638	900,000,000	1900-01-03	42000	BCM_ORG	4203100239	CONSERVATION RESERVE PROGRAM	4	BD_DETAIL	420C31
29	906,030,151	900,000,000	1900-01-03	42000	BCM_ORG	4203100249	PLANNING ASSISTANCE FY 1990	4	BD_DETAIL	420C31
30	906,532,664	900,000,000	1900-01-03	42000	BCM_ORG	4203100250	FOREST HEALTH MONITORING	4	BD_DETAIL	420C31

Expected Results:

Spreadsheet selection matches.

Exercise 3 (continued)

Step 13

Define the lookup table range. From menu bar select Insert > Name > Define. Define name as “LOOKUP”. Note the “Refers to:” box shows the range.

Click “OK”.

The screenshot shows the Microsoft Excel interface with the 'Define Name' dialog box open. The dialog box has a 'Name' field with the text 'LOOKUP'. Below it, the 'Refers to:' field contains the formula '=0BD00019A!\$F\$2:\$J\$258'. To the left of the dialog box, a list titled 'Names in workbook:' contains the name 'LOOKUP'. The background is an Excel spreadsheet with columns A through J. The spreadsheet contains data for a tree inventory, with columns labeled 'TreeNd Num', 'Prnt Node', 'Eff Date', 'SetID', 'Tree', 'Node', 'Descr', 'Tree Level', 'Level', and 'Parent Node'. The status bar at the bottom of the Excel window shows 'Sum=1010' and 'NUM'.

Expected Results:

Spreadsheet matches.

Exercise 3 (continued)

Step 14

Write VLOOKUP formula. Key in =VLOOK(D2, in Cell E2 of 0BD010 query.

Microsoft Excel - 420_Summary_QRY.xls

File Edit View Insert Format Tools Data Window Help

Sum X ✓ ✗ =vlookup(D2,

	A	B	C	D	E	F	G	H	I	J	K
	Fund Code	Account	Sub-Classification	BD_ORG	BD_APPROP	Project/Grant	Program	Budget Total Amount	Sum Pre Encumbered Amount	Sum Encumbered Amount	Sum Expended Amount
2	A	510000	300	420C31	=vlookup(D2,	50R	ALL	-19,496,402.00	0.00	0.00	18,646,596.52
3	A	514000	301	420C31	VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])	50R	ALL	-2,633,237.00	0.00	2,819.86	1,809,555.57
4	A	516000	300	420C31		50R	ALL	-2,360,968.00	0.00	0.00	2,468,563.75
5	A	512000	301	420C31		50R	ALL	-2,144,502.00	0.00	0.00	1,424,949.86
6	A	515000	300	420C31		50R	ALL	-1,939,962.00	0.00	0.00	2,004,792.23
7	A	510000	300	420C41		50R	ALL	-1,806,382.00	0.00	248,459.63	842,802.36
8	A	553000	312	420C31		50R	ALL	-1,635,308.00	0.00	834,018.00	349,976.91
9	A	720000	304	420C31		50R	ALL	-1,371,745.00	0.00	0.00	1,354,038.85
10	A	514000	300	420C31		50R	ALL	-1,098,866.00	0.00	501,856.00	424,592.00
11	A	722000	303	420C31		50R	ALL	-750,271.00	0.00	1,629.46	114,200.99
12	A	653000	312	420C43		50R	ALL	-617,020.00	0.00	0.00	233,516.48
13	A	671000	307	420C31		50R	ALL	-608,371.00	0.00	0.00	609,883.54
14	A	510000	300	420C11		50R	ALL	-376,941.00	0.00	0.00	414,877.72
15	A	510000	300	420C43		50R	ALL	-357,990.00	0.00	0.00	370,310.86
16	A	618000	301	420C31		50R	ALL	-331,493.00	0.00	863,949.00	966,377.25
17	A	615000	301	420C31		50R	ALL	-328,212.00	0.00	0.00	251,781.60
18	A	614000	301	420C33		50R	ALL	-303,685.00	0.00	0.00	245,000.45
19	A	512000	301	420C41		50R	ALL	-300,000.00	0.00	0.00	186,963.23
20	A	513000	300	420C11		50R	ALL	-294,651.00	0.00	0.00	371,254.00
21	A	620000	301	420C31		50R	ALL	-264,116.00	0.00	0.00	689,348.34
22	A	513000	300	420C31		50R	ALL	-253,330.00	0.00	0.00	0.00
23	A	721000	305	420C41		50R	ALL	-235,177.00	0.00	0.00	11,587.60
24	A	721000	305	420C31		50R	ALL	-201,384.00	0.00	0.00	205,412.11
25	A	516000	300	420C33		50R	ALL	-193,515.00	0.00	0.00	179,034.28
26	A	516000	300	420C41		50R	ALL	-158,006.00	0.00	0.00	142,577.50
27	A	515000	300	420C41		50R	ALL	-150,000.00	0.00	0.00	86,760.00
28	A	720000	304	420C33		50R	ALL	-148,782.00	0.00	0.00	149,982.50

0BD010_ORG 0BD00019A

Draw AutoShapes

Enter CAPS NUM

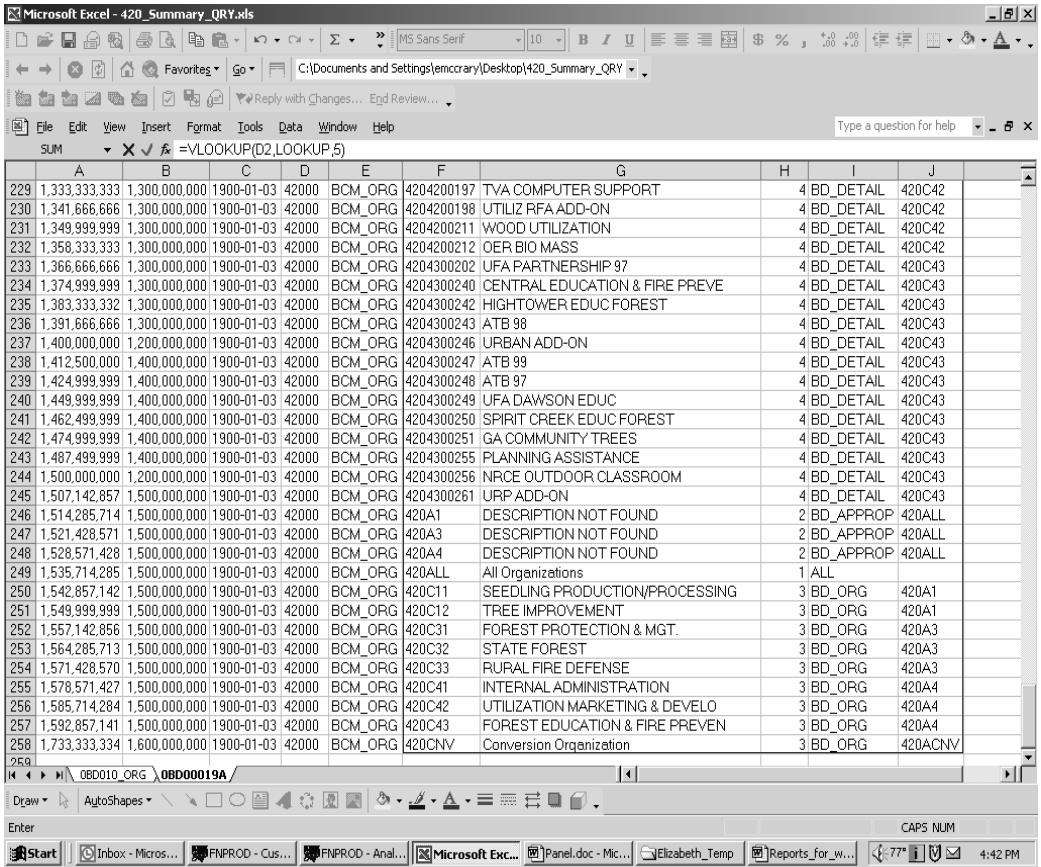
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Expected Results:

Spreadsheet matches.

Exercise 3 (continued)

<p>Step 15</p>	<p>Go to 0BD019A query and select the range again.</p> <p>Press, “Enter”</p> <p>Key in ,5)</p> <p>Formula in Formula Bar display should be:</p> <p>=VLOOKUP(D2,LOOKUP,5)</p> <p>Press, “Enter”</p> 
<p>Expected Results:</p>	<p>Spreadsheet matches.</p>

Exercise 3 (continued)

Step 16

OBD010 query value is displayed in Cell E2.

Microsoft Excel - 420_Summary_QRY.xls

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File Edit View Insert Format Tools Data Window Help

Type a question for help

E2 =VLOOKUP(D2,LOOKUP,5)

	A	B	C	D	E	F	G	H	I	J	K
	Fund Code	Account	Sub-Classification	BD_ORG	BD_APPROP	Project/Grant	Program	Budget Total Amount	Sum Pre Encumbered Amount	Sum Encumbered Amount	Sum Expended Amount
2	A	510000	300	420C31	420A3	50R	ALL	-19,496,402.00	0.00	0.00	18,646,596.52
3	A	614000	301	420C31		50R	ALL	-2,889,259.00	0.00	2,819.86	1,809,555.57
4	A	516000	300	420C31		50R	ALL	-2,633,237.00	0.00	0.00	2,468,563.75
5	A	612000	301	420C31		50R	ALL	-2,360,968.00	0.00	0.00	1,424,949.86
6	A	515000	300	420C31		50R	ALL	-2,144,502.00	0.00	0.00	2,004,792.23
7	A	510000	300	420C41		50R	ALL	-1,939,962.00	0.00	0.00	1,363,329.04
8	A	653000	312	420C31		50R	ALL	-1,806,382.00	0.00	248,459.63	842,802.36
9	A	720000	304	420C31		50R	ALL	-1,635,308.00	0.00	834,018.00	349,76.91
10	A	514000	300	420C31		50R	ALL	-1,371,745.00	0.00	0.00	1,354,038.85
11	A	722000	303	420C31		50R	ALL	-1,098,866.00	0.00	501,856.00	424,592.00
12	A	653000	312	420C43		50R	ALL	-750,271.00	0.00	1,629.46	114,200.99
13	A	671000	307	420C31		50R	ALL	-617,020.00	0.00	0.00	233,516.48
14	A	510000	300	420C11		50R	ALL	-608,371.00	0.00	0.00	609,883.54
15	A	510000	300	420C43		50R	ALL	-376,941.00	0.00	0.00	414,877.72
16	A	618000	301	420C31		50R	ALL	-357,990.00	0.00	0.00	370,310.86
17	A	615000	301	420C31		50R	ALL	-331,493.00	0.00	863,949.00	966,377.25
18	A	614000	301	420C33		50R	ALL	-328,212.00	0.00	0.00	251,781.60
19	A	612000	301	420C41		50R	ALL	-303,685.00	0.00	0.00	245,000.45
20	A	513000	300	420C11		50R	ALL	-300,000.00	0.00	0.00	186,963.23
21	A	620000	301	420C31		50R	ALL	-294,651.00	0.00	0.00	371,254.00
22	A	513000	300	420C31		50R	ALL	-264,116.00	0.00	0.00	689,348.34
23	A	721000	305	420C41		50R	ALL	-253,330.00	0.00	0.00	0.00
24	A	721000	305	420C31		50R	ALL	-235,177.00	0.00	0.00	11,587.60
25	A	510000	300	420C33		50R	ALL	-201,384.00	0.00	0.00	205,412.11
26	A	516000	300	420C41		50R	ALL	-193,515.00	0.00	0.00	179,034.28
27	A	515000	300	420C41		50R	ALL	-158,006.00	0.00	0.00	142,577.50
28	A	720000	304	420C33		50R	ALL	-150,000.00	0.00	0.00	86,760.00
29	A	640000	302	420C31		50R	ALL	-148,793.00	0.00	0.00	149,082.50

OB0010_ORG / OB000019A

Draw AutoShapes

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Expected Results:

Spreadsheet matches.

Exercise 3 (continued)**2-24** SECTION 2: RUN-ONLY QUERIES

Step 17

Copy formula down to all rows in Column E, and then enter. Parent Node values are displayed.

Microsoft Excel - 420_Summary_QRY.xls

File Edit View Insert Format Tools Data Window Help

Formula bar: =VLOOKUP(D375,LOOKUP,5)

	A	B	C	D	E	F	G	H	I	J	K
	Fund Code	Account	Sub-Classification	BD_ORG	BD_APPROP	Project/Grant	Program	Budget Total Amount	Sum Pre Encumbered Amount	Sum Encumbered Amount	Sum Expended Amount
2	A	510000	300	420C31	420A3	50R	ALL	-19,496,402.00	0.00	0.00	18,646,596.52
3	A	514000	301	420C31	420A3	50R	ALL	-2,889,259.00	0.00	2,819.86	1,809,555.57
4	A	516000	300	420C31	420A3	50R	ALL	-2,633,237.00	0.00	0.00	2,468,563.75
5	A	512000	301	420C31	420A3	50R	ALL	-2,360,968.00	0.00	0.00	1,424,949.86
6	A	515000	300	420C31	420A3	50R	ALL	-2,144,502.00	0.00	0.00	2,004,792.23
7	A	510000	300	420C41	420A4	50R	ALL	-1,939,962.00	0.00	0.00	1,363,329.04
8	A	553000	312	420C31	420A3	50R	ALL	-1,806,382.00	0.00	248,459.63	842,802.36
9	A	720000	304	420C31	420A3	50R	ALL	-1,635,308.00	0.00	834,018.00	349,976.91
10	A	514000	300	420C31	420A3	50R	ALL	-1,371,745.00	0.00	0.00	1,354,038.85
11	A	722000	303	420C31	420A3	50R	ALL	-1,098,866.00	0.00	501,856.00	424,592.00
12	A	553000	312	420C43	420A4	50R	ALL	-750,271.00	0.00	1,629.46	114,200.99
13	A	571000	307	420C31	420A3	50R	ALL	-617,020.00	0.00	0.00	233,516.48
14	A	510000	300	420C11	420A1	50R	ALL	-608,371.00	0.00	0.00	609,883.54
15	A	510000	300	420C43	420A4	50R	ALL	-376,941.00	0.00	0.00	414,877.72
16	A	518000	301	420C31	420A3	50R	ALL	-357,990.00	0.00	0.00	370,310.86
17	A	515000	301	420C31	420A3	50R	ALL	-331,493.00	0.00	863,949.00	966,377.25
18	A	514000	301	420C33	420A3	50R	ALL	-328,212.00	0.00	0.00	251,781.60
19	A	512000	301	420C41	420A4	50R	ALL	-303,685.00	0.00	0.00	245,000.45
20	A	513000	300	420C11	420A1	50R	ALL	-300,000.00	0.00	0.00	186,963.23
21	A	520000	301	420C31	420A3	50R	ALL	-294,651.00	0.00	0.00	371,254.00
22	A	513000	300	420C31	420A3	50R	ALL	-264,116.00	0.00	0.00	689,348.34
23	A	721000	305	420C41	420A4	50R	ALL	-253,330.00	0.00	0.00	0.00
24	A	721000	305	420C31	420A3	50R	ALL	-235,177.00	0.00	0.00	11,587.60
25	A	510000	300	420C33	420A3	50R	ALL	-201,384.00	0.00	0.00	205,412.11
26	A	516000	300	420C41	420A4	50R	ALL	-193,515.00	0.00	0.00	179,034.28
27	A	515000	300	420C41	420A4	50R	ALL	-158,006.00	0.00	0.00	142,577.50
28	A	720000	304	420C33	420A3	50R	ALL	-150,000.00	0.00	0.00	86,760.00
29	A	510000	300	420C31	420A3	50R	ALL	-148,792.00	0.00	0.00	148,982.50

OBDD010_ORG / OBDD00019A

Ready

Taskbar: Start | Inbox - Micro... | FNPROD - C... | FNPROD - A... | Microsoft E... | Panel.doc - ... | Elizabeth_T... | Reports_for... | 4:53 PM



Expected Results:

Spreadsheet matches.

Step 18	<p>To close current spreadsheet</p> <p>Select: File → Exit</p> <p>If a dialog box appears asking: Do you want to save the changes?</p> <p>Click: No</p>
Expected Results:	Excel closes.

Exercise completed.

D. Summary and Review

Activity	Materials	
 LECTURE	 GUIDE	 REVIEW

Objectives Review:

1. Run queries to a listbox
2. Run queries to an Excel spreadsheet
3. Run queries to Excel and use VLOOKUP
4. Manipulate spreadsheet data

Discuss the following questions:

1. Name two ways to view query data.
2. What is the difference between a Public Query and a Developmental Query?
3. Name a formula that can be written to find the rollup for Organization codes.